

POLICY # SA 006
INVESTIGATION DIRECTIVE

APPROVAL DATE:	36-06-97 (June 1997)	CROSS-REFERENCE:	
RESPONSIBILITY:	Safety		
APPROVER:	Council	APPENDICES:	Incident Investigation Report
REVISION DATE (s):	2016-02-28 (February 9, 2016); 2017-12-16 (December 5, 2017); 2019-09-17 (September 10, 2019)	REVIEW DATE:	

POLICY STATEMENT

To protect the health, safety, welfare and well-being of County of Vermilion River Employees by ensuring high standards of incident investigation.

OBJECTIVE

To outline the procedure for reporting and investigating incidents and near-misses thereby ensuring effective investigations of work related incidents and injuries and promoting the reduction and elimination of future incidents.

SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Council	Contractors
Administration	Vendors
Employees	Service Providers

DEFINITIONS

County is the County of Vermilion River.

Employee(s) is an employee of the County of Vermilion River.

Major Incidents are those in which a worker is killed or in which a worker suffers:

- an injury resulting from electrical contact,
- unconsciousness as the result of a concussion,
- a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot,
- amputation of an arm, leg, hand, foot, finger or toe,
- third degree burns,
- permanent or temporary loss of sight,
- a cut or laceration that requires admission to a hospital,
- asphyxiation or poisoning;

Or that involves:

- the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
- an explosion, fire or flood, an uncontrolled spill or escape of a hazardous substance, or
- the failure of an atmosphere-supplying respirator.

OH&S is Occupational Health and Safety.

Safety Coordinator is a function of the Manager, Facilities and Safety.

Supervisors are the immediate supervisor of the employee or activity on the work site.

WCB is the Workers Compensation Board.

GUIDING PRINCIPLES

- County workplace incidents must be fully investigated if the incident:
 - Results in injuries requiring medical attention or death, or had the potential to cause an injury requiring medical attention or death (near-misses);

- Causes property damage or an interruption in operations with a potential loss exceeding \$500.00 or that had the potential of causing property damage exceeding \$500.00 or an interruption in operations (near-misses);
 - Is a work refusal;
 - Relates to occupational disease or illness;
 - Involves the release of a substance into the environment which may cause an adverse effect;
 - Involves a structural failure or collapse of a building, structure, or component of a building or structure that affects the structural integrity of the building or structure;
 - By regulation, must be reported to Occupational Health and Safety, Worker's Compensation Board or another accredited regulatory agency as mandated by legislation.
- Employees must report all incidents to their immediate supervisor and the Safety Coordinator within twenty four (24) hours of occurrence.
 - All Major Incidents must be immediately reported to the Chief Administrative Officer.
 - Supervisors must conduct the initial investigation, including interviews with the employee(s) and any witnesses and submit a formal report to their respective Director and the Safety Coordinator upon completion and no later than forty eight (48) hours following the incident.
 - Directors, upon receipt of the formal report from the Supervisor, must assist the Safety Coordinator or Joint Health and Safety Committee Representative in conducting a detailed investigation of the incident. Directors must determine causes, recommend corrective actions and prepare and submit a report for the Safety Coordinator.
 - The Safety Coordinator, in conjunction with the Director, ensures that corrective action is to be taken and implemented accordingly.
 - In order to conduct an incident investigation, the Safety Coordinator, Supervisors, Directors and Joint Health and Safety Committee Representatives must all possess incident investigation training as provided by the County.

Incident Reporting

- All incidents must be reported in writing to the Employee's immediate Supervisor.
- If safe to do so, the incident site must be preserved until the completion of the full investigation. Photographs, sketches, and other evidence collection must be undertaken promptly by the supervisor following the incident.
- Site access and preservation of evidence is crucial for all incidents requiring immediate notification to WCB or OH&S.
- The investigation must follow the incident investigation report format including root cause analysis.

- All incident investigation reports must be forwarded to the County’s Joint Health and Safety Committee for completeness and to determine if additional investigation is required.
- The County’s Joint Health and Safety Committee is responsible for evaluating future risks related to the recommendations or corrective actions resulting from the incident investigation report.
- The County’s Joint Health and Safety Committee is further responsible to monitor the effectiveness of all changes and implementations and communicate all such changes to the relevant parties.
- All incident investigation reports that require notification to OH&S must first be reviewed by the County’s Joint Health and Safety Committee and approved by the Safety Coordinator.
- Incident investigation reports shall be kept on file for a period of five (5) years and the incidents tracked for analysis by the Safety Administrator.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary in conjunction with the Manager of Safety
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer