

Title: Safety Incident & Investigation

Policy No: 3907(A)

Approval: December 9th, 2014

Effective Date: December 9th, 2014

Supersedes Policy No: 3907



Policy Statement: It is the policy of the Town of Hardisty to have all near misses and incidents reported to a worker's Safety Officer/Supervisor or the CAO which may or may not have resulted in an injury to a worker or property damage. All near misses and incidents are to be thoroughly investigated by the Safety Officer/Supervisor/CAO.

PROCEDURE FOR REPORTING

Near Miss – A “near miss” is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, damage or fatality.

Incident – An incident is an event that resulted in an injury to a worker or damage to property or both. All employee injuries must be reported and all incidents that result in damage to property must be reported. Minor injuries are equally as important to report as major injuries. This includes property/equipment damage.

- 1) After the “near miss” or incident has occurred and all injured or damaged property has been safely dealt with or removed then those involved in the incident as a witness to the act or involved in the act are required to fill out an Incident Reporting Form or the Sample Witness Statement Form provided by Work Place Alberta immediately in order for the events to be clearly remembered and stated.
- 2) All forms must be then returned to the Safety Officer/Supervisor/CAO for review and investigation.
- 3) The Safety Officer/Supervisor/CAO will then complete the required reporting documents to Worker's Compensation Board and OH&S.
 - Sec 28 of the WCB Act requires that whenever a worker suffers personal injury on the worksite, or is entitled to medical aid as a result of an incident and if the incident is likely to disable the worker for more than the day of the incident.
 - Sec 18 of the OH&S Act applies to the following reportable incidents:

- Death occurs
- A worker is admitted to hospital for more than 2 days
- Occurrence of an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause serious injury
- Collapse or upset of a crane, derrick or hoist
- Collapse or failure of any component of a building or structure necessary for the integrity of the building or structure

PROCEDURE FOR INCIDENT INVESTIGATION

The purpose of incident investigation is not to find fault or blame. The purpose of an incident investigation is to:

- Determine the causes of the incident
 - Enact corrective measures to prevent a recurrence
 - Accurate, unbiased description of incident
 - Identify new hazards
 - Identify trends
 - Improve morale
- 1) Safety Officer/Supervisor or CAO shall be responsible for conducting investigations and submitting reports to the CAO.
 - 2) Safety Officer/Supervisor or CAO shall use the Town of Hardisty Incident Investigation Report or the Sample Incident Investigation Report provided by Work Safe Alberta.
 - 3) Recommendations to be submitted to the CAO for approval with appropriate measures to be enforced to prevent further recurrence.

Signed: _____


Sandy Otto - CAO

Date: _____

Dec. 9, 2014