# **COMMUNITY COUNCIL**

Investigation Policy

All incidents are to be reported, so root causes can be identified and hazards can be eliminated in order to prevent reoccurrences. Unless causes are determined and eliminated, the same situation will reoccur.

The following are to be reported immediately to your supervisor, with an initial report completed within 24 hours:

* personal injury requiring first aid
* incidents resulting in less than $500 property damage
* incidents that could have resulted in an injury (near miss)
* incidents that have the potential for occupational illness or environmental damage

Reported to the supervisor and a detailed investigation within three days:

* personal injury requiring first aid
* incidents resulting in more than $500 in property damage
* incidents that result in fire or explosion

If a serious incident or injury has occurred, the employer is required by law to notify the Workplace Safety and Health Branch.

If one of the following types of serious incidents occurs, the supervisor will inform the office and then Workplace Safety and Health Branch by phone and provide the information requested.

The following are considered to be serious incidents:

* A death, or serious injury
* fracture of a major bone
* amputation
* loss of sight
* injury resulting from electrical contact
* third degree burns
* unconsciousness resulting from concussion
* poisoning or asphyxiation
* cuts requiring medical treatment or time off work
* any injury resulting in paralysis
* any other injury likely to endanger life or cause disability
* a collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation
* explosion, fire or flood
* uncontrolled spill or escape of a hazardous substance
* failure of an atmosphere-supplying respirator

All incidents and their corrective actions must be discussed with all employees as soon as it is practical.

**Responsibilities**

1. All employees must report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
2. Supervisors must conduct initial investigations and submit their report(s) to the community council promptly.
3. Community council must determine the need for, and if necessary, must direct detailed investigations. They must also determine causes, recommend corrective action and report to the supervisor.
4. The supervisor must review all community council reports, determine the corrective action to be taken and ensure that such action is implemented.

*The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

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Community Council Date