



TOWN POLICY

ADMINISTRATION POLICY: **Investigation Policy**

DEPARTMENT: Safety

POLICY NUMBER: SA-131

EFFECTIVE DATE: June 13, 2019

SUPERSEDES: New

UPDATED: January 19, 2024

UP FOR REVIEW: January 19, 2027

Policy Statement:

WHEREAS the Town of Cardston is always concerned with the safety of its employees and the public; all incidents involving Town workers or the public will be investigated. All incidents include near misses, incidents that result in injury or property damage or could have resulted in injury or property damage, incidents that result or could result in an occupational illness and any work refusals. The purpose of such investigations shall be to determine the cause of the incident so that the appropriate actions can be taken to prevent recurrence.

THEREFORE BE IT RESOLVED that the Town adopts the following policy regarding safety investigations of all incidents:

The purpose of this policy is to: ensure that all incidents are investigated.

- 1) Workers involved in the incident shall immediately contact their Supervisor or Safety Coordinator to obtain the proper incident forms to fill out, the Supervisor or Safety Coordinator will assign a Trained Investigator to investigate the incident:
- 2) Incident reports shall be completed as soon as possible, ideally on the day of the incident.
- 3) Within 24 hours of the incident, a Trained Investigator shall be responsible for conducting the investigation and submitting reports and photographs (where possible) of the incident to the Safety Coordinator. All investigations shall find underlying causes of the incident and suggest some measures to prevent the incident from happening again.
- 4) The Health & Safety Committee shall determine and implement appropriate measures to prevent recurrence.





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- 5) If an incident occurs and those involved are injured, a WCB report will be filled by the Safety Coordinator for each worker that is injured.
- 6) If an incident occurs where:
 - (a) an injury results in the death of a worker or the worker is admitted to a hospital;
 - (b) there is an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury;
 - (c) the collapse or upset of a crane, derreck or hoist
 - (d) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure;
 - (e) the injury or incident or a class of injuries or incidents is specified in the regulations;
 the Safety Coordinator will report the incident to OHS.

REVISION HISTORY

Date	Description
June 13, 2019	New Policy
September 9, 2020	Add occupational illness
January 19, 2024	Updated to comply with OHS Act

APPROVAL: Jeff Shaw **DATE: January 19, 2024**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

