

# *Rural Municipality of Heart's Hill No. 352*

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## **4.6.2 INCIDENT/ACCIDENT INVESTIGATION AND REPORTING POLICY**

Investigate all incidents/accidents in order to determine the cause and what corrective actions need to be implemented to prevent a recurrence of further incidents/accidents.

The following types of incidents/accidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid,
2. Accidents that cause property damage or interrupt operations with potential loss,
3. Incidents that have the potential to result in (1) or (2) above, and
4. All incidents that fall under the applicable OH&S Regulations in the jurisdiction you are working.

### **Responsibilities**

1. All employees shall report all incidents/accidents to R.M. Heart's Hill No.352 office.
2. The R.M. of Heart's Hill No.352 shall conduct initial investigations.
3. The R.M. of Heart's Hill No.352 will determine the need for and, if necessary, carry out detailed investigations.
4. The R.M. of Heart's Hill No. 352 shall also determine causes, recommend corrective action to be taken, and ensure that such action is implemented.

### **Investigation Procedure**

1. Ensure the site is safe for entry.
2. Take control of the scene.
3. Ensure that any injured persons are cared for and that no further injury or damage occurs.
4. Get the "big picture" of what happened.
5. Examine equipment/material involved.

### **Preserve the evidence**

Collect and safeguard any physical evidence. Where possible, the scene of any accident should be left untouched, except for activities necessary for rescue work or to prevent further failure or injuries, until the accident has been investigated.

1. Take photographs or make sketches of the scene.
2. Interview witnesses "one on one" and obtain written statements as soon as possible.
3. Analyze all available information to determine immediate cause and all underlying or root causes.
4. Determine corrective actions that will prevent recurrence.
5. Complete the report.
6. Implement corrective actions and follow-up to ensure all corrective action(s) are completed and communicated to workers.

### **AUTHORITY:**

Resolution: 287/19

The Municipalities Act:

OH & S Act:

Safety Manual, July 2018: 6.0 Incident/Accident Investigation and Reporting