

# Incident Investigations

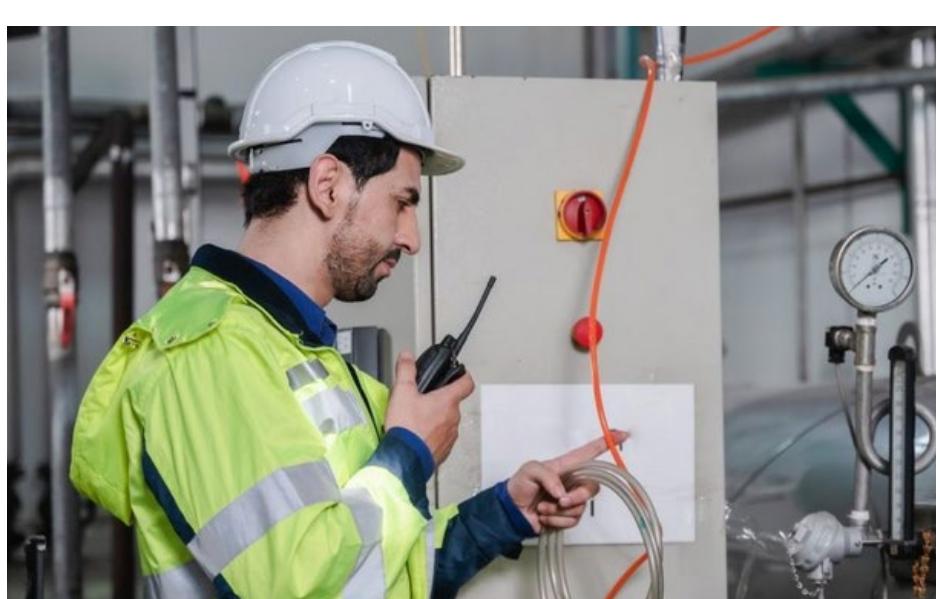
**Investigations are mandatory for the following incidents:**

- Incidents causing medical aid, medical treatments, and lost time injuries
- All lock out violations
- Major release of toxic or hazardous substances
- Major structural failure or fire
- Near misses
- Major equipment damage that would cause injury to an employee



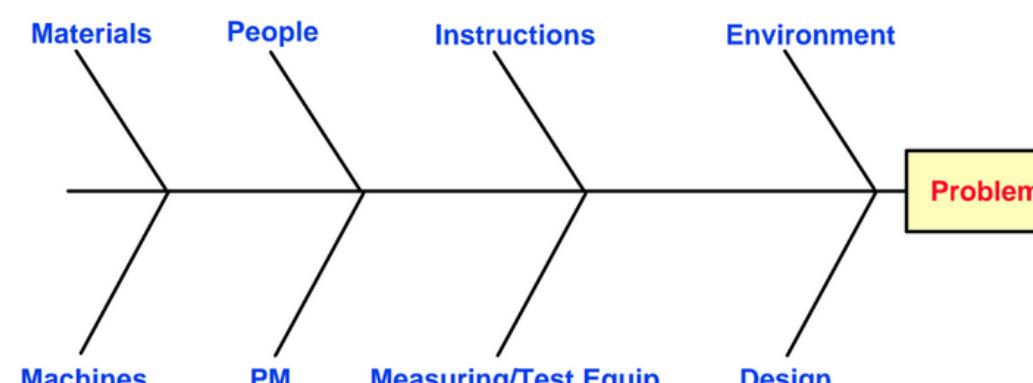
**As much as possible, an investigation must:**

Identify any unsafe conditions, acts, or procedures that contributed to the incident



Determine the root cause(s) of the incident

- Using a fishbone diagram while brainstorming possible *causes* helps you to focus on the various *possibilities*. Some useful categories:



Identify corrective actions that will prevent the recurrence of similar incidents



**Investigations are to be initiated by and completed by:**

- The immediate supervisor of the employee at risk
- For incidents where no specific individual is at risk (fire, equipment damage, leak or spill, etc.) the supervisor of the area in which the incident took place
- For incidents involving visitors or contractors, the site contact

**The supervisor must notify the OH&S Coordinator that an Incident Investigation will be held.**

**“Safety is a core value and business priority”**