

# Level 2 Investigations

*A level 2 investigation is a root cause analysis incident investigation, and must happen for any of the following types of incidents:*

- Serious debilitating injury or fatality (SIF) exposure.
- Recordable incidents.
- As directed by the segment VP, West Fraser Safety Manager, or Regional/Segment Safety Manager.

*A level 2 investigation takes place after a level 1 investigation. Use the information gathered by the level 1 investigation and expand on it as necessary.*

The level 2 investigation should include:

**Investigation Form**  
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**Level 2: Full Incident Investigation**

**Instructions:**

1. A full Incident Investigation is required for any SIFs, Recordable incidents, Near Misses involving high risk activities, First Aid incidents that did or could have resulted in a serious injury or incidents that resulted in significant damage (>\$750,000), see Policy #10 Incident Reporting and Investigation for more information.
2. Conduct, at least one type of analysis, either a 5 Why Analysis (see below) or a Fishbone Analysis (seen on page 4). These templates are to be used as guides, additional pages can be printed for additional analysis.
3. The goal of the analysis is to determine the root cause(s) defined as the highest-level cause—that sets in motion the entire cause-and-effect reaction that ultimately led to the incident.

**Cause Analysis: 5 Why Analysis Template**

Title/Injury/Problem/Damage			
1 <sup>st</sup> Why			
2 <sup>nd</sup> Why			
3 <sup>rd</sup> Why			
4 <sup>th</sup> Why			
5 <sup>th</sup> Why (Root Cause)			

- A full description of the incident
- Underlying factors that led to the incident, i.e. supervision, training, inspection/maintenance, or other management systems as applicable. Refer to Intelex (or the West Fraser investigation form for potential root cause cues.
- Corrective actions to prevent recurrence of a similar incident.

The Level 2 Root Cause/Full investigation must be completed *and* approved in Intelex, within 30 days of the incident.



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



**West Fraser**