

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## OHS-7 Safety Investigation Policy

Department: Occupational Health and Safety

### POLICY OBJECTIVE:

The County of St. Paul desires to carry out investigations on all health and safety incidents for the purposes of determining the causes of the incidents as well as for determining measures to improve all health and safety processes in the future and prevent recurrence.

### POLICY STATEMENTS:

#### 1.0 Investigations

- 1.1 In the County, the following types of incidents shall be fully investigated:
- (a) Accidents that cause property damage or interrupt operation with potential loss exceeding \$500.00;
  - (b) Accidents that result in injuries requiring medical aids;
  - (c) Incidents that have the potential to result in either of the above; and
  - (d) All incidents that, by regulation, must be reported to Occupational Health and Safety, the Workers' Compensation Board or other regulatory agencies.

#### 2.0 Protocols

- 2.1 All employees shall report all incidents to their immediate supervisor.
- 2.2 Supervisors shall conduct initial investigation and submit their reports to their supervisor promptly.
- 2.3 Supervisors shall determine the need for and, if necessary, direct detailed investigations. They shall also determine causes, recommend corrective action, and report to the Chief Administrative Officer.
- 2.4 The Chief Administrative Officer shall review all supervisory reports, determine corrective action to be taken, and ensure that such action is implemented.

Council Approval: September 14, 2010