



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-15

REFERENCE: HEALTH AND SAFETY

Date: Jan 23, 2017

**Next Review Date:
Jan 23, 2019**

TITLE: HAZARDOUS OCCURRENCE INVESTIGATION (FEDERAL)

1.0 POLICY STATEMENT

- 1.1 Every accident, high potential incident, occupational disease, and other hazardous occurrence shall be investigated in order to identify and analyze causal factors to allow for the appropriate corrective action to be taken to prevent recurrence.

2.0 OBJECTIVES OF THE INVESTIGATION

- 2.1 The Investigator(s) shall:
- (a) determine all conditions and practices contributing to the hazardous occurrence;
 - (b) evaluate the severity of the problem and potential for recurrence;
 - (c) communicate incident control information to those directly concerned and related groups exposed to similar hazards;
 - (d) analyze trends for development of appropriate loss control methods, procedures and programs; and,
 - (e) recommend or implement remedial action.

**This policy is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**

3.0 GENERAL RESPONSIBILITIES – SUPERVISOR INVESTIGATION

Part II of the Canada Labour Code:

- 3.1 As soon as possible after learning of the occurrence, the Supervisor must:
- (a) act to ensure that the occurrence does not happen again;
 - (b) appoint a qualified person to carry out an investigation; and,
 - (c) notify the Health and Safety Committee or representative of the occurrence and of the name of the Investigator.
- 3.2 When advised of the proposed investigation, the Health and Safety Representative shall participate in the investigation or may, if considered advisable, decide to appoint a person or persons to represent him/her on their behalf in the investigation. This participation is not limited to the review of an incident or hazard report; it rather provides for direct involvement into the said injury or investigation.
- 3.3 The Supervisor in charge of the employee, equipment/material/substance/agent involved in the incident is responsible for the reporting, investigation and implementation of corrective action using the City's Incident Investigation Report form (HR-HS-08), the Employer's Report of Employee Injury/Loss/WSIB Form 7, and/or Schedule 1 Hazardous Occurrence Investigation Report Form.

4.0 HEALTH AND SAFETY COORDINATOR INVESTIGATION

- 4.1 The Health and Safety Coordinator will assist as required and review all lost time incidents and investigations done by the Supervisor.
- 4.2 In the case of a hazardous occurrence, Schedule 1 Hazardous Occurrence Investigation Report Form must be completed by the supervisor and reviewed by the Health and Safety Coordinator. Copies 1 and 2 must be sent to the Labour Affairs Officer, Copy 3 to the Health and Safety Committee, and Copy 4 must be retained by the Employer.
- 4.3 The Health and Safety Coordinator will assist in the investigation of other incidents upon request of the Supervisor.

5.0 EMPLOYEES

- 5.1 Employees are responsible for co-operating fully in the investigation and for reporting any situation or circumstance in the workplace that is likely to be hazardous to the safety or health of the employee, the other employees, or other persons granted access to the work place by the employer.
- 5.2 Depending upon the severity of the incident, the establishment of an Investigation Committee may be advisable in the event of a hazardous occurrence.

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Amendment Date:	October 21, 2013	Approved by:	By-law 4114-2013
Amendment Date:	January 23, 2017	Approved by:	CAO E. Remillard
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