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SAFE WORK PRACTICE

1.8 – Incident & Near Miss Investigation

Last Review Date: April 2012

Authorized by:


Assistant Director


Worker Rep

This Safe Work Practice (SWP) is to outline the requirements to carry out Incident and Near Miss Investigations.

A requirement of our workplace is to meet compliance under the Workplace Safety and Health Act and Regulation regarding Incident Investigations. The aim of this investigation is to identify the cause(s) of the Incident and must take place within a rigid timeframe in order that corrective actions can be implemented to help prevent another occurrence.

Investigations of Incident Investigation's in Physical Plant are grouped by serious, full and abbreviated. A near miss is treated as an Abbreviated Investigation. The particular group is decided upon by the degree of seriousness of the incident. Each group has a specific set of rules.

All investigations must be reported on appropriate forms; Internal Notification, e-mail Notification, Notice of Injury (Green Card), Incident spreadsheet and Report.

If the incident was due to a medical condition and did not create an injury or unsafe condition, then an investigation is not necessary and a green card is sufficient.

The successful application of this SWP will be achieved by everyone exercising their responsibilities in a timely manner as specified in the Safe Job Procedure.