

INCIDENT PROCESS (revised August 2013)

SERIOUS	MINOR
<p>Green Card emailed to Green Card Group. Original to confidential secretary for employee file.</p>	<p>Green Card emailed to Green Card Group. Original to confidential secretary for employee file.</p>
<p>Investigation carried out.</p>	
<p>Incident Investigation Report - print copy, fill in (with all signatures), then emailed to: Director, Assistant Director, Safety and Training</p>	
<p>TSC reviews report with supervisor. TSC Recommendations e-mailed to Asst Dir, copy to Safety & Training</p>	
<p>Asst Dir reviews report. Asst Dir directives e-mailed to supervisor, copy to Safety and Training</p>	
<p>Implementation is carried out. When complete, supervisor e-mails notification to Safety and Training</p>	
<p>Finish</p>	<p>Finish</p>