

<b>TITLE</b> <b>CODE OF PRACTICE – INCIDENT INVESTIGATIONS</b>		<b>DOCUMENT NO.</b> <b>Section 1</b>	<b>DOCUMENT TYPE</b> <b>Health &amp; Safety</b>	<b>PAGE</b> <b>1 of 3</b>
		<b>ISSUE DATE</b> (yyyy/mm/dd) <b>1997/09/22</b>	<b>REVISION DATE</b> (yyyy/mm/dd) <b>2012/06/21</b>	<b>REV.NO.</b> <b>3</b>
<b>AREA</b>	<b>ISSUED BY DEPARTMENT</b> <b>USSC Lake Erie Works</b>	<b>ISSUED BY</b> <b>K. Fennel, T. Jones</b>		<b>ELEMENT</b>
<b>SUB AREA</b>	<b>MODULE/GROUP</b>	<b>AUTHORIZED BY</b> <b>Joint Health &amp; Safety Committees</b>		<b>LEVEL</b>

**SECTION 1**

**INCIDENT INVESTIGATIONS**

The Joint Health & Safety Committees agree that the following will apply with respect to incident investigations:

1. The purpose of these investigations is as follows:
  - Identify the possible and actual causes of the incident;
  - Make recommendations regarding preventive action(s) to ensure a similar incident does not recur.
2. The definition of an “Incident with Injury” will be:
  - Where any action or inaction occurs that results in any injury. This includes medical cases classified as “Evaluation No Treatment (ENT)”.
3. The definition of an “Incident Without Injury” will be:
  - Where any action or inaction occurs and the potential to cause injury exists. Where any action or inaction occurs resulting in property damage and no potential to cause injury exists.
4. An investigation shall occur when any action or inaction fitting the above definitions occurs.
5. The following persons shall attend investigations:
  - (1) The injured person(s) if possible;
  - (2) The immediate supervisor;
  - (3) The Chief Health & Safety Representative or a Health & Safety representative from the area, or in case one is not available, a health & safety representative from another area;
  - (4) Any witnesses to the incident;
  - (5) Any person having information relevant to the investigation.

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6. The initial incident report shall be recorded listing:

- (1) Persons in attendance;
- (2) Facts of the incident arising out of the investigation;
- (3) Cause(s) of the incident;
- (4) Recommendations to prevent recurrence, along with completion dates for implementation and the names of those responsible for the action.

Note: This may be done by hand writing the information on a blank incident report or by entering the information into the Safety Recordkeeping System (SRKS) and printing a copy.

7. The initial report from the investigation shall be jointly signed by the Supervisor and the Health & Safety Representative. Copies of the initial incident report (electronic or hard copy) shall be sent to the following people within 24-hours:

- (1) LEW Safety & Industrial Hygiene Department;
- (2) Department Manager;
- (3) Chief Health & Safety Representative of the department;
- (4) Chairpersons of the Health & Safety Committees;
- (5) Those persons identified as responsible for implementation of any recommendations via the SRKS system.

8. It shall be the responsibility of the Department Manager, the immediate supervisor and the Health & Safety Representative to ensure that recommendations listed are implemented within the time frame indicated.

9. All incidents must be reported to supervision immediately.

10. The investigation must commence upon completion of any initial response activities and necessary notifications.

11. The initial incident report must be entered into the SRKS by the end of shift or within 12-hours of the incident (whichever is more).

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12. The H/S Representative’s name is to be inserted in the Additional Comments section at end of report.

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