



Town of Happy Valley-Goose Bay
Policy Statement

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Approved Date: December 12, 2019	Effective Date: December 12, 2019	Revision Date:	
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Topic: Incident Investigation Policy

Policy Statement:

An incident is an event that could or does result in unintended harm or damage. All incidents have multiple causes and effects and the purpose of an investigation is to determine all the facts and circumstances surrounding the incident. The purpose of the Incident Investigation Policy is to make certain that incidents are investigated in accordance with company policy and applicable legislation. This will help to control further losses of human and material resources by identifying both direct and underlying causes that lead to the incident. This policy applies to all work-related incidents that affect company employees and others who are performing work for the Town of Happy Valley-Goose Bay.

Employees are required to report all incidents, including ergonomic issues, to their supervisor or company contact immediately. All incidents will be reported and investigated following Town and regulatory requirements.

Some incidents are immediately reportable to the OHS Division of Service NL in accordance with s. 54 of the *OHS Act*. Incident sites should not be disturbed unless the safety of workers is at risk, as per s. 55 of the *Act*.

A trained and/or qualified management representative and, where available, a member of the **OHS Committee**, will perform an investigation of the incident. The Incident Investigation Form will be used to attempt to identify the cause of the incident and identify the corrective action required to eliminate the cause and identify the person(s) responsible for implementing the changes within a set time period.

Copies of the investigation report will be forwarded to management and the **OHS Committee** so the recommended control plan can be reviewed and approved. If required, a copy will be sent to the OHS Division of Service NL.




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Topic: Incident Investigation Continued

Action items, from the investigation, will be documented and tracked for completion. Implementation of action items will be monitored and reviewed by the **OHS Committee**. Safe work practices will be reviewed by the **OHS Committee** after an incident to ensure that changes required by the investigation findings are implemented and that they meet or exceed jurisdictional requirements.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.


Mayor, Wally Andersen


Town Manager, Robert Andrews