

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: January 12, 2022	Revised date:
	Policy No. 300-33 Incident Reporting Policy	

Town of Lampman

Policy No. 300-33 Incident Reporting
Policy

January 12, 2022

1. Purpose

- 1.1 The purpose of this policy is to report, record and investigate all work-related incidents in the Town of Lampman;
- 1.2 To provide a process for reported incidents/accidents to be risk-assessed and where necessary, investigated to determine root cause and to be recorded for future prevention.
- 1.3 This policy is to provide a process for the monitoring and implementation of planned corrective actions to prevent or reduce the risks of reoccurrence of reported incidents/accidents. **Any investigation into an incident is to prevent recurrence, not to place blame.**
- 1.4 For the purpose of this policy, **Incidents** include *accidents, injuries, illnesses, property damage, close calls* and/or *near misses*. This policy will help ensure employees who become ill or injured at the workplace get appropriate care and support.
 - a) **Incident/Accident:** is an unplanned event that causes injury to persons, property or a combination of both.
 - b) **Close Calls/Near Miss:** is an unplanned event that does not cause damage or injury but could do so.
- 1.5 All incidents or reported injuries shall be reported to establish written record of factors causing the event, along with near misses for prompt investigation and to support corrective action for future procedures.

2. Responsibilities

2.1 Administrator

An administrator will investigate an incident report once they receive the foreman's or **Employee Incident Report** (see "Appendix A"). They will participate in an investigation of any incident if the severity or potential severity requires

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appropriate action. They will contact, if applicable, any witnesses to gain their statements regarding the incident if the situation requires further information. If an injury is incurred, all Worker’s Compensation Board (WCB) procedures and protocols will be followed. The administrator will provide a copy of all incident reports to council for reference.

2.2 Foreman

The foreman must investigate all incidents that involve workers, this includes the following:

- Securing the incident scene to prevent further injury;
- Providing any necessary medical assistance to the injured party;
- Working in accordance with *Policy No. 300-26 Alcohol & Drugs*, the foreman will access the incident and, if believed to have reasonable grounds, will transport (or arrange transportation via the administrator) of the employee to an appropriate facility for testing;
- Gather any evidence, including photo documentation of the scene (damage and injuries), and record the names of witnesses and their contact information;
- Analyze the information and fill out an ***Employee Incident Report*** (See “Appendix A”) and provide the employee with an incident report to complete as well;
- Recommend any corrective action to prevent recurrence of such incident.

The foreman will submit all evidence and corresponding report to the Administrator.

The foreman must also advise new and returning workers of the requirements to report all incidents, including close calls. Any investigating that a foreman conducts for an incident must be done in a timely fashion.

2.3 Employee

The employee will report all incidents, including close calls/near misses, and will attend the incident investigation with the foreman unless unable to do so as a result of injury. Employee may choose to report a close call/near miss verbally to the foreman or using the Employee Incident Report.

3. Incident Investigating & Report Requirements

- 3.1 All incidents must have a report filed with information regarding the incident as well recommendations for corrective actions going forward.
- 3.2 Please see attached in “Appendix A” the ***Employee Incident Report*** which shall contain the following information:

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- Place, date and times of the incident;
- Names, job titles of persons involved in the incident and any equipment involved with the incident;
- Names and contact information of witnesses;
- A description of the incident;
- Identify any unsafe conditions, acts or procedures that contributed to the incident;
- Recommend any corrective actions for prevention of similar incidents.

4. Records

Copies of incident investigations will be kept in the employee’s file as well as the Incident Reporting File for the current year.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No. 300-33 Incident Reporting Policy	January 12, 2022	Council

Appendix "A"

Town of Lampman - Employee Incident Report

Date: _____

Is a WCB Report needed? Yes No

Employee: _____

Position: _____

Person(s) Involved in Incident: _____

Equipment Involved: _____

Description of Incident: _____

Solution/Corrective Action to be taken: _____

****By signing this document, you acknowledge that you have read and understood the information contained herein.***

Employee Signature

Foreman/Administrator Signature

Date

Date