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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Employee Report of Incident

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POLICY

It is the policy of Community Living Thunder Bay that all incidents and near misses be reported to the Joint Occupational Health and Safety Committee.

PURPOSE

To ensure that causes are identified and rectified in order to protect the safety of workers.

RESPONSIBILITY

It is the responsibility of all employees to adhere to this policy.

GENERAL MANUAL PROCEDURE

TOPIC: Employee Report of Incident

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PROCEDURE:

An incident or near miss is an undesired event which under slightly different circumstances could have resulted in harm to people, damage to property or loss to the organization

1. Any employee involved in an incident/near miss will complete the Employee Report of Incident Form and forward it to their Team Leader/Supervisor within 24 hours. The Team Leader/Supervisor in conjunction with the JOHSC Co-chairs will determine if an incident investigation is required.
2. The following factors will be taken into consideration when investigating an incident/near miss:
 - human factors
 - material
 - equipment
 - environmental factors
 - process
3. The Joint Occupational Health and Safety Co-chairs will fully investigate the incident/near miss and provide recommendations for preventative measures to the Team Leader/Supervisor and worker.
4. If within their realm of authority, the Team Leader/Supervisor will implement the recommendations or forward them to the Executive Director for further direction or approval.