

## Investigation and Reporting Policy

### **Purpose:**

To investigate incidents involving injuries, illnesses, property damage, and close calls so that causes can be determined, and corrective actions can be implemented to prevent non-occurrence.

### **Policy:**

At Landscape Effects Group the following types of incidents shall be fully investigated:

- Incidents that result in injuries requiring medical aid
- Incidents that cause property damage or interrupt operations with potential loss
- Incidents that have the potential to result in (1) or (2) above such as close calls - Violations of the Health & Safety Policy

All incidents that fall within legislative requirements must be reported to the appropriate authority (MOL, WSIB, Police, etc.)

Members of Management and Supervisors may be trained in incident reporting and investigations.

Once the investigation is complete corrective action shall be developed and implemented to prevent the non-occurrence of the incident.

All incident investigations will be documented and kept in a central filing location. These records will be kept for a minimum of 3 years.

### **Responsibilities:**

- All workers shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
- Supervisors shall conduct initial investigations and submit their report(s) to their manager promptly.
- Managers shall determine the need for, and if necessary, shall direct, detailed investigations. They shall also determine the corrective action to be taken and ensure that such action is implemented.
- Managers will review all incident reports and submit reports involving incidents that fall under OSHA Legislative requirements.
- The Management may discuss all incidents in the agendas of senior management meetings.
- The Management shall review incident reports, provide feedback, and file incident reports.

### **Violations:**

Any employee violating this directive shall be subject to the appropriate disciplinary action.