

13.3 Investigation Directives

The **South Shore Regional School Board** shall ensure that the following types of incidents are fully investigated, that causes be determined and corrective actions be taken to prevent reoccurrence.

1. Accident that results in injuries/illness requiring medical aid.
2. Accident that results in lost time.
3. All accidents that must be reported in accordance with Legislative requirements.

Employees shall report all accidents or incidents that results in medical attention and lost time and/or property damage to their immediate supervisor.

Supervisor shall ensure that an investigation is conducted and reports completed in a timely fashion/OH & S Officer notified.

The Joint Occupational Health & Safety Committee shall be provided with a copy of the investigation.

Incident Investigation Report

Date: _____

Who was involved? _____

What happened? _____

When? Date: _____ Time: _____

What was the immediate cause?

What were the underlying causes?

What training, instruction, and/or cautions, were given before the incident?

How can similar incidents be prevented in the future?

Recommendations for further action:

Signed: _____

Date: _____

