

Section P – Investigations

PURPOSE	<p>An investigation and follow-up procedure is an essential element of the Health and Safety Program. The investigation into all accidents/Incidents will be conducted to determine the causes and subsequently implement corrective actions to prevent a recurrence.</p>
PROCEDURE	<p>All employees of Bachly Construction and/or subcontractors must be instructed to report all incidents/accidents, and informed that investigations will be conducted into the following;</p> <ul style="list-style-type: none">• Medical Aid, Lost Time & Critical Injury Accidents• First Aid Incidents/Property Damage• Incidents/Work Refusals• Notices required by Governing Authorities• Hazardous Material Spills, Leaks or Exposures• Fires <p>It is the responsibility of the Project Manager/Site Superintendent to modify the Reporting of Accident/Incidents procedure where the requirements of Governing Authorities vary.</p> <p>The Site Superintendent will conduct investigations with the assistance of the Safety Consultant (when applicable).</p>
DISTRIBUTION	<p>The Reporting of Incidents/Accidents documents will be explained to all employees and/or Subcontractors during the orientation process.</p> <p>During the contract stage and through orientation meetings, subcontractors will be advised of the incident/accident reporting procedures.</p>
RECORDS	<p>All records will be maintained on file by the Site Superintendent and provided to the Joint Health & Safety Committee as required.</p> <p>Site Superintendents will be required to immediately forward any and all Investigation reports (including First-Aid) to the Project Manager and Health and Safety Coordinator.</p> <p>These records are to be reviewed to determine the need for ongoing file maintenance. (i.e. 3rd party liability, pending charges, etc.) is required. All accident reports/files will be maintained indefinitely.</p>