



**HEALTH, SAFETY &  
ENVIRONMENTAL PROGRAM**

## Section: Incident Investigation and Reporting Procedure

PREPARED BY: Health and Safety Team

COR Elements: 10

APPROVAL DATE:  
February 10, 2023

DATE OF ORIGIN: 02/02/2023

REVISION # 1

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# INCIDENT INVESTIGATION AND REPORTING PROCEDURE

## PURPOSE

Incident reporting and investigation is necessary to provide documentation for health and safety related issues regarding all workplace parties at John Aarts Group projects, worksites, offices, and plants.

Investigation and reporting is a critical part of any high functioning health and safety system. It is a key tool for finding the causes of incidents in our workplaces. From there, appropriate corrective action plans can be created.

## DEFINITIONS

### Critical Injury:

An injury of a serious nature that:

- A. places life in jeopardy,
- B. produces unconsciousness,
- C. results in substantial loss of blood,
- D. involves the fracture of a leg or arm but not a (singular) finger or toe,
- E. involves the amputation of a leg, arm, hand or foot but not a (single) finger or toe,
- F. consists of burns to a major portion of the body, or
- G. causes the loss of sight in an eye

### Medical Aid (MA):

Treatment from a legally qualified medical practitioner or a registered nurse who holds an extended certificate of registration under the Nursing Act.

### Reportable Occurrence:

See O.Reg 420/21 and the OHSA

### Occupational Illness:

A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997

### Lost Time Injury (LTI):

An Injury which directly leads to the loss of income due to the fact that the worker is unable to return to work

## SCOPE

All incidents must be reported to and documented by the John Aarts Group. This will also ensure that all required documentation is available for the affected parties and act as a trigger for an investigation where required. The subsequent investigation into reported incidents will allow JAG to find root causes and take preventative measures and corrective actions to ensure there is no recurrence.

### Reporting

All employees, subcontractors, and visitors must report all hazards and incidents to JAG supervision immediately after becoming aware of them. This can be done verbally/over the phone to expedite the process. JAG supervision will then ensure that the correct documentation and, if necessary, subsequent investigation procedures are carried out. All incidents – regardless of outcome—must be reported. Incidents will include, but are not limited to:



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- accidents, near-misses, injuries, illnesses, medical aid, first aid occurrences, property damage, utility strikes, spills, traffic incidents, hazardous conditions and any other health, safety, and environmental issues regardless of severity

John Aarts Group supervision will immediately take action to mitigate any additional consequences as required. This will be done in accordance with all relevant legislation.

Workers may report incidents and hazards directly to John Aarts Group management using HCSS or by traditional methods of communication.

The JAG health and safety team reviews all reported incidents regardless of severity and determines appropriate follow up on a case-by-case basis.

All incidents must be reported to and documented by the John Aarts Group. This will also ensure that all required documentation is available for the affected parties and act as a trigger for an investigation where required. The subsequent investigation into reported incidents will allow JAG to find root causes and take preventative measures and corrective actions to ensure there is no recurrence.

#### Investigation

After the initial reporting procedure has taken place JAG Health and Safety, in conjunction with Management, will conduct follow up investigations.

All John Aarts Group Health and Safety team members are provided adequate training in carrying out workplace investigations. JAG health and safety will carry out all investigations with help from supervisors and senior management when necessary. When required, the workplace health and safety representative/JHSC will also take part.

Incident and Investigation reports must be completed in their entirety. Any form not completed, will be followed up by the JAG health and safety team. Any corrective and/or preventative actions stemming from the investigation will be recorded by JAG health and safety and these actions will be communicated to management. Scheduled toolbox talks may be used to communicate to all workers the corrective actions. JAG supervision will implement the corrective and preventative measures at their respective worksites.



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The chart below outlines reporting standards:

| <u>Description</u>   | <u>Notify</u>                              | <u>Timeline</u>                 | <u>Report</u>                            | <u>Section</u>                |
|--|--|---------------------------------|--|-------------------------------|
| <b>Fatal or critical Injury</b>  | MOL inspector– verbal                      | Immediately                     | By phone                                 | OHSA Sec 51(1)                |
|  | Company H&S rep                            | Immediately                     | Verbal / by phone                        |                               |
|  | JHSC (if applicable)                       | Immediately                     | Verbal / by phone                        | O. Reg. 420                   |
|  | Trade union (if applicable)                | Immediately                     | Verbal / by phone                        |                               |
|  | MOL – written                              | Within 48 hours of occurrence   | Written by Employer only                 |                               |
|  | WSIB                                       | Within 3 days                   | WSIB Form 7                              |                               |
| <b>Injuries causing lost time, or requiring medical attention or aid</b>                               | MOL  | Within 4 days of the occurrence | Written by Employer only                 | OHSA Sec 52(1)<br>O. Reg. 420 |
|  | Company H&S rep                            |                                 |  |                               |
|  | JHSC (if applicable)                       |                                 |  |                               |
|  | Trade union (if applicable)                |                                 |  |                               |
|  | WSIB                                       | Within 3 days of knowledge      | WSIB Form 7                              |                               |
| <b>Occupational illness</b><br><br>(with or without a claim being filed by or on behalf of the worker) | MOL  | Within 4 days of being advised  | Written by employer. Can use WSIB Form 7 | OHSA Sec 52(2)<br>O. Reg. 420 |
|  | Company H&S Rep or to JHSC (if applicable) |                                 |  |                               |
|  | Trade Union (if applicable)                |                                 |  |                               |
|  | WSIB                                       | Within 3 days of knowledge      | WSIB Form 7                              |                               |
| <b>Occurrence (prescribed)</b>   | MOL  | Within 2 days of the occurrence |  | OHSA Sec 53                   |
|  | Company H&S rep                            |                                 |  |                               |



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|           |                             |                                   |                |
|-----------|-----------------------------|-----------------------------------|----------------|
| incident) | JHSC (if applicable)        | Written by constructor of project | O. Reg.<br>420 |
|           | Trade union (if applicable) |                                   |                |



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## RESPONSIBILITIES

### Senior Management:

- Ensure all employees receive required training and instruction
- Ensure employees work in accordance with the Act and all applicable Regulations
- Ensure all incidents are being reported as per JAG policies and procedures
- Be a member of the investigation team when required
- Ensure all incidents are followed up accordingly
- Review reported findings with supervisors
- Ensure all preventative and corrective measures are being implemented on worksites by supervisors

### Supervisors:

- Ensure all incidents are properly reported
- Immediately respond to all reported incidents/hazards
- Ensure all required incidents are reported to management/JAG health and safety
- Assist in incident investigations when required
- Implement all corrective and preventative measures determined by the investigation
- Work in accordance with the Act and all applicable Regulations

### Workers:

- Report all incidents and hazards to supervisors
- Participate in any workplace investigations as required by answering questions, providing statements, etc.
- Work in accordance with the Act and all applicable Regulations

### Health and Safety Team:

- Provide instructions and clarifications to all workers about reporting at the time of on-boarding/orientation
- Ensure all supervisors have access to incident reports
- Review all incident reports and follow up as needed
- Ensure all identified corrective and preventative actions are communicated to all relevant parties
- Follow up with supervisors to ensure all corrective and preventative actions have been implemented
- Track the efficacy of new corrective and preventative measures throughout the company and follow up as required

### Health and Safety Committee/Rep:

- Be a member of the incident investigation team when required
- Assist in investigations when required
- Report any hazards and incidents to supervisors

### Subcontractors:

- Assist in investigations when required
- Report any hazards and incidents to JAG supervision



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### Visitors:

- Assist in investigations when required
- Report any hazards and incidents to JAG supervision

### REQUIREMENTS

#### Documentation:

- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Mining Regs 854/90
- HCSS incident reporting forms
- Investigation package

#### Training:

- Hazard recognition and control
- Investigative procedures

### ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by John Aarts Group.

### REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.

### DOCUMENT CONTROL

All documents and records generated as part of this procedure will be stored on the JAG and HCSS servers indefinitely. JAG health and safety will track and record all preventative and corrective actions across all places of business to determine efficacy.