 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	3.5 Incident Investigation and Reporting Procedure		
	Revision Number: R0		Number of Pages: 3
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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 J-AAR projects, worksites, offices, and plants.

Reporting and investigation 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 J-AAR. 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 J-AAR to find root causes and take preventative measures and corrective actions to help prevent a recurrence.

Reporting

All employees, subcontractors, and visitors must report all hazards and incidents to J-AAR supervision immediately after becoming aware of them. This can be done verbally/over the phone to expedite the process. J-AAR

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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:

- 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

J-AAR 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 J-AAR management by traditional methods of communication, if supervision is unavailable.

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

Investigation

After the initial reporting procedure has taken place the J-AAR health and safety team, in conjunction with management, will conduct follow-up investigations.

All J-AAR health and safety team members are provided adequate training in carrying out workplace investigations. They will carry out all investigations with help from supervisors and Top Management when necessary. When required, the workplace health and safety representative or JHSC member will also take part.

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



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The chart below outlines reporting requirements:

Description	Notify	Timeline	Report	Section
Fatal or critical Injury	MLITSD 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	
	MLITSD – written	Within 48 hours of occurrence	Written by Employer only	
	WSIB	Within 3 days	WSIB Form 7	
Injuries causing lost time, or requiring medical attention or aid	MLITSD	Within 4 days of the occurrence	Written by Employer only	OHSA Sec 52(1) O. Reg. 420
	Company H&S rep			
	JHSC (if applicable)			
	Trade union (if applicable)			
	WSIB	Within 3 days of knowledge	WSIB Form 7	
Occupational illness (with or without a claim being filed by or on behalf of the worker)	MLITSD	Within 4 days of being advised	Written by employer. Can use WSIB Form 7	OHSA Sec 52(2)
	Company H&S Rep or to JHSC (if applicable)			
	Trade Union (if applicable)			
	WSIB	Within 3 days of knowledge	WSIB Form 7	O. Reg. 420
Occurrence (prescribed incident)	MLITSD	Within 2 days of the occurrence		OHSA Sec 53 O. Reg. 420
	Company H&S rep			
	JHSC (if applicable)			
	Trade union (if applicable)	Written by constructor of project		