**Sample Incident Investigation Policy**

It is the policy of to properly investigate all reported

medical aid and lost time injuries, occupational illnesses, near misses and damage to property, equipment and the environment in order to identify all related causes and corrective actions.

Every employee, contracted employer and visitor is accountable to report all incidents, such as property damage, first aid injuries, and medical aid incidents to the department supervisor as soon as it is practical to do so.

Investigations will take place during the shift of occurrence and will be investigated by a trained supervisor with assistance of the health & safety committee member.

The reports of such occurrences will be completed on our company incident investigation report forms and will be forwarded to the General Manager and to the safety department for review, signature and follow-up action.

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| President/General Manager |  | Date |
|   |  |   |
| Safety Representative/Committee co-chair |  | Date |