



Lethbridge County Policy Handbook

EFFECTIVE: November 8, 1995 **SECTION:** 800 **NO.** 818
APPROVED BY: County Council **SUBJECT:** Investigation
REVISED DATE: October 16, 2001

An incident/accident is an unplanned and unscheduled event which results in damage or injury, or which could have resulted in damage or injury.

It is the policy of this County to have all incidents/accidents thoroughly investigated.

The purpose of such investigation shall be to determine the causes of the incident/accident so that appropriate action can be taken to prevent recurrence.

RESPONSIBILITIES:

All employees shall report all incidents/accidents to their immediate foreman or designated foreman. The foreman/designated foreman shall report to their supervisor who shall conduct the initial investigation and submit reports to their Director without delay and shall also report to the Workers' Compensation Board and/or Occupational Health & Safety as required.

The appropriate Director shall review the incident and determine corrective action to be taken and ensure that such action is implemented.

*****THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE
PRECEDENCE OF O.H. & S. REGULATIONS. ALL EMPLOYEES SHOULD BE
FAMILIAR WITH THE O.H. & S. ACT AND REGULATIONS.**

Chief Administrative Officer

March 6, 2014

Date