



## **Non-Serious Incidents – Investigation Procedures**

**Note: If unsure whether the incident is serious or not, the Supervisor shall consult with the Safety Office to determine same.**

1. The worker who was involved in the injury/incident shall report to their supervisor and complete the Incident Report Form.
2. The supervisor of the person reporting the injury/incident shall complete the investigation and corrective action section of the Incident Report Form. The supervisor shall conduct a thorough investigation of the incident immediately within 24 hours, complete the corrective action and forward the report to the Safety Office within 48 hours.
3. The Safety Office shall review the appropriateness of the corrective action and ensure that the preventive/corrective measure(s) have been implemented.
4. The Safety Office shall compile all reported incidents for statistical purposes and report the statistical report at the WS&H Committee scheduled meetings for review and if necessary, recommend further corrective actions for implementation.