

**TOWN OF MIDDLETON  
CODE E - OCCUPATIONAL HEALTH & SAFETY**

<b>Subject: Investigation</b>	<b>Number: 4.2</b>
<b>Coverage: Staff, OH&amp;S, Council &amp; Contractors</b>	<b>Approved by: OH&amp;S, Council, &amp; CAO</b>
<b>Effective Date : August 10, 1998</b>	<b>Revision Date: March 5, 2007</b>

***Rationale***

The following policy establishes guidelines for the review of potential and actual accidents in the workplace. Reviews identify underlying causes & corrective actions to prevent recurrence.

***Policy Statement***

**1.0) Reporting**

- 1.1) Employees shall report all accidents, incidents, and "near miss" incidents to:
- a) their immediate supervisor; and
  - b) a member of the Occupational Health and Safety Committee.

**2.0) Investigation**

- 2.1) Upon receiving notice that an incident has occurred, the member of the OH&S committee notified shall call a meeting of the committee to decide if an investigation is necessary.
- 2.2) The committee may call an investigation of any incident it deems necessary, and is required to investigate if the incident:
- a) results in injuries requiring medical aid;
  - b) causes property damage;
  - c) has the potential to result in the above; or
  - d) must be reported to the Department of Labour or the Workers Compensation Board.
- 2.3) Should an investigation be deemed necessary the committee shall designate a 1 employee and 1 management member of the OH&S committee to investigate and report on the incident.

**3.0) Corrective Action**

- 3.1) Upon completion of the investigation the OH&S committee shall meet with the investigators to review their report and prepare recommendations.
- 3.2) The committee shall forward the report and recommendations to improve workplace safety to the department head responsible and the CAO.

***Conflicts***

Where there is a conflict between this policy and the Occupational Health and Safety Act or the regulations of the health and Safety Act, or a Code of Practice required by the Occupational Health and Safety Act, the Act, the regulations, and the Codes of Practice prevail.

**References**

Province of Nova Scotia - *Occupational Health and Safety Act.*

**Previous Policies**

The previous policy 10/5 "Town of Middleton Investigation Policy" approved on August 10, 1998 is hereby amended.

**Certification**

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 5<sup>th</sup> day of March, 2007.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 16<sup>th</sup> day of April, 2007

M. Daine Acting CAO  
Raymond C. Rice  
Chief Administrative Officer