



Element 9: Incident Investigation

9.1 Incident Investigation Policy

9.1.1 Purpose

The goal of incident investigation is to determine the direct (worker level), basic (supervisor level) and root causes (management level) of an incident, assign appropriate corrective actions and follow-up to prevent recurrence.

9.1.2 Incident Types

There are several types of incident:

- **Losses** - where there is a financial impact on the organization
- **Near-misses** - where there is no measurable financial impact but potential for a loss to occur
- **Un-safe work** – where a worker feels work conditions are unsafe.

The following types of incidents shall be fully investigated:

- incidents that result in injuries requiring medical aid
- incidents resulting in an occupational illness
- incidents that cause property damage or interrupt operations with potential loss
- incidents involving a work refusal
- near-miss incidents that have the potential to result in any of the above

All reported incidents that fall within legislative requirements must be reported to the appropriate authority (OH&S, WCB, law enforcement, CANUTEC, Alberta Environment, etc.)

9.1.3 Responsibilities

1. All workers shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.
2. Supervisors/management and health and safety committee shall conduct initial investigations and submit their report(s) to their immediate supervisor promptly.
3. Supervisors/management shall determine the need for, and if necessary, shall direct, detailed investigations. They shall also determine causes, recommend corrective action and report to the management of the Alpine Club of Canada.
4. Supervisors and management shall review all incident reports, determine the corrective action to be taken and ensure that such action is implemented.

Signed: _____

Executive Director

Date: May 29, 2023