

**Town of Yarmouth  
INVESTIGATION POLICY**

Effective: March 17<sup>th</sup>, 2011 – Amended: November 13<sup>th</sup>, 2014  
TOY 22



**1.0 Policy Statement**

The purpose of this policy is to ensure that all incidents are investigated so that causes can be determined, and corrective actions implemented to prevent recurrence.

**2.0** All near miss and minor incidents will be investigated by the Supervisors. Minor incidents are those in which the most serious injury can be treated with first aid or medical care and where the loss to equipment, property and materials is less than \$5,000.00.

**3.0** All serious and major incidents will be investigated by the Investigation Committee. Serious incidents are those which result in lost time or causes property damage estimated at over \$5,000.00 but less than \$10,000.00.

a. Major incidents are those which result in permanent disability or death, or property damage estimated at over \$10,000.00.

**4.0** It is the responsibility of all employees to promptly report all incidents (including near miss) to their immediate supervisor.

**5.0** This policy and the procedures set out in this policy are subject to Sections 63 (*Notice of accident at the workplace*), 64 (*Disturbance of accident scene*) and 65 (*Duty to disclose accident information*) of the Occupational Health and Safety Act.

**Clerk's Annotation for Official Policy Book**

Date of Adoption: March 17<sup>th</sup>, 2011

Date of Approval of Amended Policy: November 13<sup>th</sup>, 2014

I certify that this 'Investigation Policy' was adopted by Council as indicated above.

Town Clerk:

Date: