

Title:	Investigations and Reporting Policy
Adopted on:	August 28, 2025
Adopted by:	City Manager
Jurisdiction:	Safety Coordinator
Revision Date:	August 28, 2025

1. PURPOSE

To establish a consistent and effective process for reporting, investigating, and resolving workplace incidents, near misses, hazards, and refusals of unsafe work. This policy supports the City's commitment to a safe and healthy work environment.

2. SCOPE

Applies to all City of Weyburn employees, contractors, and work activities under the City's control.

3. DEFINITIONS

Incident: An unplanned event that results in or could have resulted in injury, illness, property damage, or environmental harm.

Near Miss: An event that did not result in harm but had the potential to do so.

Hazard: A condition or practice with the potential to cause harm.

Unsafe Work Refusal: A worker's right to refuse work they believe is unusually dangerous to themselves or others.

Investigation: A structured process to determine root causes and corrective actions.

Corrective Action: Measures taken to eliminate the causes of an incident or hazard.

Incident Owner: The individual assigned responsibility for overseeing the investigation of a specific incident. The Incident Owner ensures the investigation is completed, corrective actions are developed and implemented, and all documentation is finalized. Typically, this role is assigned based on the severity and operational area of the incident.

Lead Investigator: The person designated to lead the investigation process. The Lead Investigator coordinates evidence collection, interviews, root cause analysis, and the development of recommendations. This role may be filled by a manager, supervisor, or the Safety Coordinator depending on the severity of the incident.

4. RESPONSIBILITIES

4.1 Directors

- Ensure compliance with this policy in their departments.
- Act as Incident Owner for critical incidents or assign a designate.
- Support investigations and allocate necessary resources.
- Review and approve corrective actions.

4.2 Managers

- Act as Incident Owner for minor, significant, and major incidents.
- Ensure timely reporting and investigation of incidents.
- Assign Lead Investigators and support corrective action implementation.
- Participate in investigations as required.

4.3 Supervisors

- Ensure immediate response to incidents and unsafe work refusals.
- Secure the scene and ensure medical attention if needed.
- Report incidents to Safety Coordinator and management.
- Participate in investigations and implement corrective actions.

4.4 Employees

- Immediately report all incidents, hazards, and unsafe work conditions.
- Cooperate with investigations and provide witness statements if requested.
- Exercise the right to refuse unsafe work without fear of reprisal.

4.5 Safety Coordinator

- Lead or assign investigations based on severity.
- Provide training, tools, and support for investigations.
- Track and analyze incident trends.
- Ensure regulatory reporting and documentation.
- Monitor completion and effectiveness of corrective actions.

5. INVESTIGATION PROCESS

5.1 Internal Reporting Process

- Employees must report all incidents immediately to their manager or supervisor.
- Managers/Supervisors/Employees must address immediate life and safety concerns and secure the scene.
- Managers/Supervisors must call the Safety Coordinator and complete an 'Initial Report' in SiteDocs within 4 hours of the event, preferably immediately.

5.2 The Initial Report must include:

- Team & Department
- Incident Date and Time
- Type of Incident
- Site/Location
- Persons and/or Companies Involved
- Equipment Involved
- Brief Incident Description

5.3 Incidents not requiring immediate notification include:

- Report-only injuries
- Minor contractor incidents
- Non-occupational injuries/illnesses
- Near miss/hazard identification (*serious near misses require notification)

5.4 Investigation

- Investigations must begin as soon as reasonably practicable.
- Use a fact-finding, not fault-finding, approach.
- Identify immediate, contributing, and root causes.
- Include employee and Occupational Health Committee participation where required.

5.5 Unsafe Work Refusals

- Investigate in accordance with The Saskatchewan Employment Act.
- Document the refusal, investigation steps, and resolution.
- Ensure no employee is disciplined for exercising their right to refuse unsafe work.

6. CONTRACTOR INVOLVEMENT

- When incidents involve contractors, investigations should be conducted jointly with the contractor's representative and the City's Safety Coordinator.
- Contractors are expected to submit their own investigation reports and cooperate fully with the City's investigation process.

7. REGULATORY REPORTING REQUIREMENTS

7.1 Saskatchewan OH&S Reporting

- Fatalities or incidents that may cause death.
- Incidents requiring hospital admission for 72 hours or more.
- Dangerous occurrences such as structural failures, crane failures, electrical contact, toxic spills, etc.

7.2 Workers' Compensation Board (WCB) Reporting

- Cause time loss beyond the day of the incident.
- Require modified duties.
- Require ongoing medical treatment.
- Result in dental or eyeglass damage.
- May result in permanent disability or future medical layoff.

8. CORRECTIVE ACTIONS

- Must be SMART (Specific, Measurable, Achievable, Realistic, Time-bound).
- Assigned to individuals with clear deadlines.
- Verified for effectiveness by the Safety Coordinator or designate.

9. CONFIDENTIALITY AND COMMUNICATION

- Investigation reports are confidential and shared only with relevant parties.
- Summary findings and lessons learned may be shared in safety meetings.
- Legal counsel may be consulted for serious or sensitive incidents.

10. TRAINING

All supervisors, managers, and other relevant individuals involved in incident investigations must undergo training specific to incident investigations and reporting procedures. Acceptable courses include the Leadership for Safety Excellence course or its equivalent, which provides comprehensive knowledge and skills for effective incident management and prevention. Additionally, supervisors must receive training in incident investigations and reporting procedures. The following courses would meet this requirement:

- Leadership for Safety Excellence (LSE) course offered by SCSA (Saskatchewan Construction Safety Association) or its equivalent.
- Supervision & Safety Workshop provided by SCSA or its equivalent.
- Occupational Health and Safety Committee (OHC) Level 2 training.
- Completion of any of these courses ensures that supervisors and managers possess the necessary knowledge and skills to effectively handle incident investigations, report incidents accurately, and implement appropriate preventive measures

11. DOCUMENTATION AND RECORDS RETENTION

- All investigation reports, corrective actions, and related documentation must be retained in accordance with the City's records management policy and applicable legislation.
- SiteDocs entries must be complete and accessible for audit or legal review.

12. POLICY REVIEW CYCLE

This policy will be reviewed every 3 years or sooner if legislative or operational changes require it. The Safety Coordinator is responsible for initiating the review process and ensuring updates are approved and communicated.