

Investigation

Policy Number: 12/211.04 (02)
Adopted: Mar. 25/02

THIS POLICY REPLACES 12/ 115.01 95 PO

Purpose

The purpose of this policy is to investigate incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Policy

In this municipality, the following types of incidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid;
2. Accidents that cause property damage or interrupt operation with potential loss exceeding \$500.00;
3. Incidents or near misses that have the potential to result in (1) or (2) above;
4. All incidents that, by regulation, must be reported to Alberta Human Resources & Employment, WCB, or other regulatory bodies.

Responsibilities

1. All employees shall report all incidents as identified above to their immediate superior.
2. Supervisors shall conduct initial investigations and submit their reports to their Department Head promptly.
3. Supervisors shall determine the need for, and if necessary, direct detailed investigations. They shall also determine causes, recommend corrective action, and report to the Department Head.
4. The Department Head shall review all supervisor reports, determine corrective action to be taken, and ensure that such action is implemented.

Mayor

DATE: March 25, 2002

Chief Administrative Officer

RES: 02-113