**Statement of purpose:**

**[farm name]** will be responsible for investigating health and safety incidents and close calls in the workplace in order to identify the root causes so they can be corrected

**Responsibilities:**

**How:**

Incident investigations will be conducted using the Incident Investigation Report. The report will be used to ensure all items are thoroughly investigated and recorded. The personal responsible for conducting the investigations will interview witnesses and identify all possible causes. A report will be prepared and copies sent to WorkSafeBC and the health and safety representative.

**When:**

Incidents and close calls that are considered serious will be reported to WorkSafeBC immediately regardless of whether an injury or illness occurs. Such serious incidents that will be reported include:

* Fatality or serious injury (e.g. Amputation, serious fracture, head injury)
* Major release of a hazardous substance
* Major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
* Blasting accident that causes potential injury, or any other incident involving explosives, whether or not there is an injury

If an injury occurs as a result of a serious incident, it will not only be reported to WorkSafeBC immediately, a claim will be initiated with the Claims Call Centre and done so within three days and an investigation will be carried out.

If no injury occurs following a serious incident, it will still be reported to WorkSafeBC immediately and an investigation will be carried out.

Incidents that are not considered to be serious will still be reported including:

* Worker is injured and loses consciousness
* Worker is sent for medical treatment by a first aid attendant or supervisor
* Worker has an injury or disease that needs medical attention
* Worker states that they are going to get medical treatment or has already received medical treatment for an injury or disease
* Worker is (or claims to be) unable to do his or her job because of any injury or disease
* An artificial limb, eyeglasses, dentures, or hearing aid is broken in the incident

If any of these incidents listed above occur, they will be reported to WorkSafeBC, and a claim started by contacting the Claims Call Centre within three days of the day the worker reports the incident to a supervisor/manager, or the day a supervisor/manager becomes aware of the incident, whichever is earlier. Furthermore, if any of the above incident occurs, and incident investigation will be conducted.

**Who:**

Inspections will be conducted by those trained to do so including: Management, supervisors and if possible a health and safety representative.