**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 Employer Incident Investigation Report form from WorkSafeBC. This form will be used to ensure all items are thoroughly investigated and recorded. The person(s) responsible for conducting the investigation will interview witnesses and identify all possible causes. A report including recommendations to prevent a similar incident from reoccurring, will be prepared and copies sent to WorkSafeBC and the health and safety representative.

**When:**
Occurrences that are considered serious must be investigated and reported to WorkSafeBC immediately, regardless of whether an injury or illness occurs. These 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, scaffold, or excavation
	+ Fire or explosion that had potential for serious injury
	+ Blasting incident, or any other incident involving explosives, whether or not there is an injury

Incidents that are not considered to be serious will still be investigated and reported to WorkSafeBC 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 an injury results in lost time from work or requires medical treatment beyond site first aid, both the employer and injured worker shall report the claim to WorkSafeBC.

The following incidents require an Employer Incident Investigation, but are not reported to WorkSafeBC:

* + Minor injury i.e. worker treated by site first aid but no time lost and no further medical treatment
	+ No injury but had potential for causing serious injury i.e. Near Miss or Close Call

**Who:** Investigations will be conducted by those trained to do so including: Management, supervisors and if possible a health and safety representative. Records of this training will be recorded by the employer.