

**Incident reporting and investigation policy**

**Helpful Information:** Use the information provided in Module 5: Incident Investigation of the AgSafe Alberta FarmSafe Plan Manual and this worksheet to create a draft of your Incident Reporting and Investigation Policy. Revise and remove statements below or add statements as you see fit. You will want to refer to current legislation as you do this (re: OHS Act & Code). Once you have done that, delete each of the Steps in bold, italic text. You can combine your statements into paragraph form, or you can keep everything in point form if you prefer. Remember to replace **FARM** with the name of your farm business. This policy structure is relatively generic, so you can add or delete sections (i.e., Scope) as appropriate. Be sure to write everything in plain language that anyone can understand and avoid using safety related jargon where possible.

**Disclaimer:** This document is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer, the Helpful Information section, and the logo located in the upper right corner of the page may be deleted. If you require assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **1.0 Policy Statement**  |
| ***Explain why incident reporting and investigation are important.*** 1.1 The **FARM** requires that all types of incidents be reported immediately. 1.2 An investigation will be conducted to identify the cause(s) of incidents and to recommend corrective actions to a similar incident from occurring in the future.1.3 Investigations will be carried out by trained, competent people designated by the **FARM** and will involve farm team members in the investigation process who are knowledgeable in the type of work involved and/or work area.1.4 The **FARM** requires that all types of incidents be reported immediately.  |
| **2.0 Purpose** |
| ***Explain the goal or purpose of the Incident Reporting and Investigation Policy and Procedure.***2.1 The purpose of this policy and procedure is to communicate the standard process for reporting incidents, conducting incident investigations, as well as the responsibilities, frequency of inspections, and resources.2.2 To clearly communicate that the purpose of an investigation is to identify the causes and to take corrective actions. |
| **3.0 Scope** |
| ***Detail who the Incident Reporting and Investigation Policy and Procedure applies to.***3.1 This incident reporting policy and procedure applies to family members, supervisors, health and safety committee members (or health and safety representative), workers, visitors, contractors and service providers. |
| **4.0 Definitions** |
| ***Include any definitions which someone might not know.*** 4.1 **Incident –** An incident is an undesired, unplanned, unexpected event that results, or has the potential to result, in physical harm to a person, livestock, the environment or damage to property. 4.2 **Incident investigation –** An objective examination of an undesired, unplanned, unexpected event that results, or has the potential to result, in physical harm to a person, livestock, the environment or damage to property for the purpose of identify the causes of it and taking corrective actions.4.3 **Incident investigation report –** A written description of the events leading up to an incident, the facts of the incident, what happened immediately after the incident, the causes of the incident, investigation findings and recommended corrective actions.4.4 **Root cause –** The basic cause of something; the thing that causes an incident. |
| **5.0 Responsibilities**  |
| ***Outline who is responsible for what.***5.1 **The FARM/Employer*** Establish an effective incident reporting and investigation standard that meets or exceeds industry standards and regulatory requirements.
* Ensure that this policy and procedure is implemented and followed.
* Ensure that supervisors and other designated farm team members are trained in the incident reporting and the investigation policy and procedure.
* Report and investigate all incidents according to the **FARM’s** internal and other external (e.g., Alberta OHS, WCB, Insurance, Sustainability Program, etc.) reporting and investigation requirements.
* Conduct a thorough investigation including a review of the investigation report, recommendations, corrective actions, associated hazard analysis and take appropriate corrective actions.
* Ensure that recommendations and corrective actions are completed and reviewed.
* Ensure that corrective actions have been identified, completed, and logged.
* Ensure that incident documentation is maintained and stored properly.
* Share investigation findings, recommendations and corrective actions with other farm team members and work groups as appropriate.
* Ensure contractors understand which reports must be completed and submitted within the appropriate timelines.
* Audit or reviewing the incident reporting and investigation process to ensure that it meets the **FARM’s** and regulatory requirements.
* Ensure that incident reports are logged, tracked and analyzed for the purpose of identifying trends and determining the effectiveness of hazard control measures in place.

5.2 **Managers & Supervisors*** Ensure that this policy and procedure is being followed in their areas.
* Ensure the people they supervise have received training in this policy and procedure, as well as in the incident reporting and investigation processes.
* In the event of an emergency incident, ensure that appropriate Emergency Action Plan has been activated and followed.
* Ensure that the location of the incident is secured and undisturbed as much as possible following the delivery of medical attention.
* Report and investigate all incidents according to the internal/external reporting and investigation requirements outlined in this policy and procedure.
* Notify the **FARM** and other key individuals as outlined in Emergency Action Plan of the incident and provide information regarding the situation and immediate actions taken.
* Ensure that appropriate team members are included in the incident investigation.
* Ensure that recommendations and corrective actions are completed and reviewed.
* Ensure that a thorough investigation of the incident is performed (with assistance from appropriate farm team members as required), root causes are identified, and corrective actions are taken.
* Ensure that all investigation reports and supporting documentation are completed in a timely manner and submitted for review following the **FARMS** requirements.
* Conduct a safety meeting or stand down, as appropriate for the severity of the incident or potential for recurrence.

5.3 **Health and Safety Committee Members (or Health and Safety Representative)*** Participate in the review of the incident investigation report and determination of appropriate corrective actions.
* Participate in the follow-up of corrective actions, including their implementation and effectiveness.

5.4 **Workers, Visitors, Contractors and Service Providers*** Immediately notify their supervisor of incidents, near misses and other actual or potential hazards.
* Submit information for incident reporting as requested or required.
* Take immediate action, if it is safe to do so, to eliminate or reduce any further risk to
* themselves or others following an incident (e.g., isolate or shut down the process, turn off equipment, secure the area, attend to the injured, etc.).
* If injured, report to their supervisor or designated contact person and get medical attention as required.
* Ensure that WCB reports are completed, if required (e.g., C060 Worker Report of Injury or Occupational Disease (within 24 hours), etc.).
* Participate in the investigation as requested.
* Cooperate with the incident investigators and any follow-up actions as requested and if safe to do so.
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| **6.0 Types of Incidents to Be Reported and Investigated** |
| ***Outline what types of incidents must be reported and investigated.***6.1Types of incidents that must be reported and investigated include:a) Near missesb) Injuries or illnessesc) Property damaged) Environmental damagee) Dangerous work refusalsf) Potential for Serious Incidents (PSIs)g) Serious Incidents |
| **7.0 Incident Reporting and Investigation Timelines** |
| ***Outline when incidents need to be reported and when investigations need to be completed.***7.1All types of incidents must be reported immediately to the supervisor and farm owner.7.2 Serious incidents will be reported to Alberta OHS as soon as reasonably possible.7.3 Worker injuries will be reported to WCB Alberta within 72 hours. |
| **8.0 Training**  |
| ***Outline who the training needed to perform the inspection effectively.***8.1Workplace inspection training is provided by the **FARM** through online training and through participation in an inspection with their supervisor or another qualified person. This includes:* Explain further here…
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| **9.0 Monitoring & Review** |
| ***State how often this Emergency Action Plan will be reviewed.*** 9.1 The **FARM** will review this Emergency Action Plan after each emergency, emergency exercise, tabletop exercise.9.2 Review periods will not exceed three years, and reviews may occur more often if found to be appropriate.  |
| **10.0 Relevant Legislation** |
| ***Include any applicable legislation here.*** 10.1 List the information here… |
| **11.0 Related Policies, Procedures & Other Documents**  |
| ***List any farm specific or industry specific documents that support or relate to this Emergency Action Plan.*** 11.1 This section can include Industry Standards, or Farm Specific Policies, Procedures, Safe Work Practices, and Emergency Contact Lists.11.2 The **FARM’s** Emergency Preparedness & Management Policy and Procedures. |
| **Approvals** |
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|  | *Signature Here* |  | *Signature Here* |  |
|  | First & Last Name Here |  | First & Last Name Here |  |
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