



# Accident/Incident Reporting and Investigation Policy

**Revision Date:** June 1, 2023

It is the policy of the J & G Group of Companies that all accidents/incidents causing injury or property damage, as well as near misses be reported immediately to your foreman, for the purpose of investigation. Record of the accident/incident must also be made on the day by the employee. Included are all minor incidents such as cuts, scrapes, and bruising, as well as any major injury. It is also imperative that employees also record in the first aid logbook any item that is removed from the first aid kit or used, so that supplies may be kept up to date.

Accidents of a more serious nature, which require professional medical help must be recorded on a Company Accident Report and also reported to the Workers Compensation Board through a "Workers Report of Injury". Any accidents/incidents resulting in occupational illness, fire, explosions, property/equipment damage, dangerous occurrences and any environmental damage must also be reported. Any right to refuse situations must be reported immediately to the job foreman; or if in the case they are the cause of the problem reported to management. Each incident has many long-term effects and must be dealt with immediately. They are each of equal importance and shall be handled accordingly.

The purpose of the investigations is to discover the causes of accidents and develop preventative measures to reduce the risk of a similar incident's occurrence. It is the foreman's responsibility to ensure that the documentation has been forwarded to management. Management then has the responsibility to review reports, devise a corrective action to be followed, and to ensure that the corrective action has been implemented. Investigations are conducted by a member of the Safety and Health Committee; along with all workers involved.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.