

	Title	Incident Reporting & Investigation	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	7.1	Revised	05 Jan 2026

1. Policy Statement

We do not blame; we find out why. Every near miss is a free lesson.

Artistic Stairs is committed to a transparent reporting culture. We require all incidents, injuries, and near misses to be reported immediately. We investigate incidents not to find fault, but to determine the root cause and implement corrective actions to prevent recurrence.

2. Purpose & Scope

- **Purpose:** To establish a system for the immediate reporting and thorough investigation of workplace incidents in compliance with *Section 40 of the Alberta OHS Act*.
 - **Scope:** Applies to all injuries, occupational illnesses, property damage, environmental releases, work refusals, and near misses (Potentially Serious Incidents).
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3. Roles & Responsibilities

- **Management:**
 - Report "Serious Incidents" and "PSIs" to Alberta OHS (1-866-415-8690) as required by law.
 - Ensure investigations are completed within required timelines.
 - Review investigation reports to approve corrective actions.
 - **Supervisors:**
 - **Freeze the Scene:** In the event of a serious incident, ensure the scene is not disturbed until cleared by OHS.
 - Lead the investigation for incidents on their site.
 - Ensure injured workers receive immediate medical attention and the "WCB Worker's Package."
 - **Workers:**
 - Report all incidents, no matter how minor, to a supervisor immediately.
 - Participate in investigations as witnesses when requested.
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4. Procedures & Standards

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1) What Must Be Reported?

- **Injury/Illness:** Any physical injury or work-related illness (e.g., cut, sprain, hearing loss).
- **Near Miss:** An event that *could* have caused injury or loss but didn't (e.g., a hammer falling 20 feet but missing a worker).
- **Property Damage:** Damage to tools, equipment, vehicles, or client property.
- **Environmental Release:** Spills of chemicals, fuel, or hazardous substances.
- **Work Refusal:** As defined in Policy 1.4.

2) The Reporting Process

1. **Immediate Response:** Worker reports to Supervisor. First Aid is administered if needed.
2. **Notification:** Supervisor notifies Safety Manager/Management.
3. **Documentation:** An *Incident Report Form* must be submitted by the end of the shift.

3) Government Reporting (Alberta OHS)

Our management team representative must call Alberta OHS immediately (as soon as possible) for:

- **Serious Incidents:**
 - o Fatality.
 - o Injury resulting in hospital admission (admitted as an inpatient, not just ER treatment).
 - o Explosion, fire, or flood that causes a hazard.
 - o Collapse of a crane, hoist, or derrick.
 - o Collapse of a building or structural failure of a scaffold.
- **Potentially Serious Incidents (PSI):**
 - o Any event that had a *likelihood* of causing a serious injury/incident, even if no injury occurred.

Note: The scene of a Serious Incident or PSI must remain "Frozen" (do not touch/move anything) until an OHS Officer gives permission, unless necessary to save a life or prevent further collapse.

4) WCB Reporting

- If a worker sees a doctor or loses time from work, our company representative must submit a WCB Employer Report of Injury (C040) within 72 hours.

5) Investigation Process

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- **Who Investigates?** The Supervisor, Safety Coordinator, and a member of the HSC/HS Rep (worker representative).
- **Timeline:** Preliminary investigation begins immediately. Final report due within 7 days.
- **Method (Root Cause Analysis):** We ask "Why?" until we find the system failure.
 - *Direct Cause:* (e.g., Worker slipped).
 - *Indirect Cause:* (e.g., Oil on floor).
 - *Root Cause:* (e.g., No preventative maintenance schedule for fixing leaking forklift).

6) Corrective Actions

- Every investigation must result in assigned corrective actions (e.g., "Repair forklift," "Retrain workers").
 - Management must sign off on the report to verify actions are complete.
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5. References & Legislation

- **Alberta OHS Act:** Section 40 (Serious Injuries and Incidents), Section 33 (Potentially Serious Incidents)
- **Workers' Compensation Act:** Section 156 (Duty to Report)
- **Related Forms:**
 - Incident / Near Miss Report Form
 - Witness Statement Form