

Safe Work Procedure

Investigating On The Job Accidents

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
	Steel toed boots	

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Take control of the scene 2 Ensure that injured persons are cared for and that no further injury or damage occur 3 Report all injuries or damages immediately 4 Examine equipment or materials involved, and collect and safeguard any physical evidence 5 Take pictures of the scene 6 Interview people involved and obtain written statements 7 Analyze all available information to determine causes 8 Look for causes where the system failed the worker and not where the worker failed the system 9 Determine what corrective action will prevent recurrence 10 Complete an incident report

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 2.6 - 2.9 General Duties of Regulation 40(1) - 41.3(2) of the Act	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/WSH Committee: Date:
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