



A. Clark Roofing & Siding Ltd.

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Investigation Safe Job Procedure

General: Information to be reviewed prior to investigating incidents.

Personal Protective Equipment:

- Fall Protection system (Anchor, full body harness, rope and rope stop, retractable lanyard (in addition), lifelines (optional), suspension trauma straps)
- Hard hat, eye, ear, hand and foot protection

Other Material:

- Other materials to be used are caution tape or signs, barricades, or markers.
- Incident and witness reports, camera, measuring tape.

Investigations are to determine the events that occurred which resulted in damage and/or injury to persons, equipment and property. This process will include steps in completing an investigation, preparing a report, and follow-up including recommendations to management and workers to reduce further incidents or a similar nature.

- Review the Injury and Incident company policy.
- Alberta Workplace Health and Safety is to be notified if the following occur:
 - When a death occurs or a worker is admitted to hospital for more than two days;
 - When a unplanned or uncontrolled explosion, fire or flood causes or has the potential to cause a serious injury;
 - When there is a collapse or upset of a crane, derrick or hoist; or
 - When there is a collapse or failure of any structural component of a building or structure
- Workers Compensation Board will need to be informed if medical ad was provide to the worker

The investigation process will include the following:

- Take control of the scene and ensure that injured persons are cared for.
- Designate an assistant if needed to assist in the investigation process.
- Report all injuries or damages to site supervisors, A. Clark Roofing & Siding Ltd safety officer (manager or supervisors if safety officer is unavailable) immediately.
- Make sure that no further injuries or damages can occur.
- Examine equipment or materials involved, collect and safeguard any physical evidence.
- Take pictures of the scene.
- Use the Incident and witness forms to complete a the investigation report. Use the who, what, when, where, why, and how types of questions to provide details.
- Interview people involved and obtain written statements. Make sure that those providing statements, do so on an individual basis and not as a group.
- Analyze all available information to determine the root causes. As well as determining the contributing causes of the incident.
- Review the unsafe practices or conditions that may have contributed to the causes of the incident.
- Provide the hidden costs of the incident if you are asked to do so.
- Determine the corrective actions that need to be implemented to prevent future similar recurrences. Assign the corrective action to deadline date and those that are to complete the actions.
- Provide an accurate unbiased report of the details surrounding the incident.
- The completed report should be provided to the A. Clark Roofing & Siding Ltd. senior management.
- All incident documentation shall be included and provided to the company safety manager (officer) if they are not involved in the investigation.
- Complete a follow up to ensure the corrective action and deadlines have been meet. If the corrective actions have not been fully completed, review with progress and resolution with senior management.

The information provided in intended for general reference only. It is the responsibility of individuals using this information to review the Alberta Occupational Health & Safety Act, Code, and Regulations. By doing so the individuals will be aware of their responsibilities under applicable legislation. Refer to material, product and equipment manuals and specifications. A. Clark Roofing & Siding Ltd. does not guarantee the accuracy of, nor assume liability for, the information provided here. Individual counseling and advice may be required.