

### Investigations

|                  |                    |                     |                      |                              |
|------------------|--------------------|---------------------|----------------------|------------------------------|
| <b>Facility:</b> | <b>Written By:</b> | <b>Approved By:</b> | <b>Date Created:</b> | <b>Date of Last Revision</b> |
|                  |                    |                     |                      |                              |

|                         |                                 |                                      |
|-------------------------|---------------------------------|--------------------------------------|
| <b>Hazards Present:</b> | <b>PPE or Devices Required:</b> | <b>Additional Training Required:</b> |
| Injury                  | Steel toed boots                | Investigations                       |
|                         |                                 |                                      |
|                         |                                 |                                      |

#### Safe Work Procedure:

- 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", not just those 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**

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| <p><b>Guidance Documents/Standards:</b></p> <p>MB Workplace Safety &amp; Health Act &amp; Regulations:</p> <p>Part 2 General Duties</p> | <p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p> <hr/> <p>Reviewed By WSH Committee:</p><br><br><p>Date:</p> |
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