Incident/Hazard Investigation Procedure Flowchart

**NOTIFICATIONS**
- Enter incident/hazard/near miss into online reporting system
- Participate in incident/hazard/near miss investigation if required

**Manager/Supervisor**
- Investigate incidents and near misses with a medium to extreme risk rating only
- Identify root causes and contributing factors
- Identify corrective actions
- Participate in or lead investigations if required
- Assist in developing action plan and corrective actions

**Safety & Health Representative**
- Receive notification of the incident/hazard/near miss
- Participate in incident/hazard/near miss investigation if required
- Confident Reports: Notifications will only be sent to the Director or delegate from the H&S Department
- Incident Details complete?
- No: Additional notifications to regulatory authorities & internal stakeholders completed as required
- Yes: Participate in or lead investigations if required

**Action Plan**
- Complete action plan for all incidents, hazards, and near misses within 10 working days of receipt of the original incident/hazard notification email
- Corrective Actions: Assign corrective actions
- Ensure that they are completed by the due date

**EVALUATION AND MONITORING**
- Review area incident/hazard investigations for trends
- Review all corrective actions for effectiveness
- Ensure that incident/hazard trends, and evaluations of corrective action effectiveness are completed within CHARM

**AUDIT PROCESSES**
- Review area incident/hazard investigations for trends
- Review all corrective actions for effectiveness
- Provide results to H&S Subcommittee for review prior to each sub-committee meeting

**Health and Safety**
- Publish safety alerts/bulletins if required
- Complete spot checks if incident/hazard trends identified
- Results of spot checks made available through CHARM for review and action by Manager/Supervisor and H&S Sub-committee

**H&S Sub-Committee**
- H&S Subcommittee to review incident/hazard trends and corrective actions for suitability and effectiveness
- Provide relevant information to UHSC for review and action