

[Farm Name] Incident Reporting and Investigation Policy

All incidents resulting in, or with the potential of resulting in, serious injury or property damage must be reported and thoroughly investigated. The purpose of reporting and investigating is to determine the cause of the incident so that recurrences can be prevented through corrective actions.

The investigation will be conducted by the supervisor, manager and/or health and safety representative or committee. The report must be completed and submitted to the farm owner to determine and implement appropriate corrective measures.

The following incidents must be reported, by email at ohsdivision@novascotia.ca, to the Department of Labour and Advanced Education:

- Immediately (to be reported by the most senior person onsite at the time of the incident)
 - when a person is killed from any cause, or is injured from any cause in a manner likely to prove fatal
 - in these cases, the farm owner must be contacted by phone immediately after e-mailing Labour and Advanced Education so that the owner can decide whether legal advice is needed.
- Within 24 hours (to be reported by the owner)
 - a fire, flood or accident at the workplace that causes
 - unconsciousness,
 - a fracture of the skull, spine, pelvis, arm, leg, ankle, wrist or a major part of the hand or foot,
 - loss or amputation of a leg, arm, hand, foot, finger or toe,
 - a third degree burn to any part of the body,
 - loss of sight in one or both eyes,
 - asphyxiation or poisoning,
 - any injury that requires the admission to hospital,
 - any injury that endangers the life, of an employee, unless the injury can be treated by immediate first aid or medical treatment and the person can return to work the following day;
 - an accidental explosion,
 - a major structural failure or collapse of a building or other structure,
 - a major release of a hazardous substance, or
 - a fall from a work area in circumstances where fall protection is required by the regulations, whether any person is injured or not.

Supervisors shall conduct initial investigations and take-action to address the immediate causes.

Supervisors shall complete an Incident Report Form and submit it to the Farm Owner within 24 hours. The Farm Owner shall determine the need for and, if necessary, carry out detailed investigations and further corrective actions. The Farm Owner shall record the investigation results on the Incident Investigation Form.

DISCLAIMER: This policy sheet example is provided by Farm Safety Nova Scotia as a general overview for information purposes only. Farmers are responsible for modifying the example to suit each individual farm.

Refer to section 5:1 of Farm Safety Nova Scotia's "A Guide to Your Farm Safety Plan".

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Procedure

- Close calls must be reported to the supervisor who will investigate and complete an Incident Report Form using the appropriate report form.
- Workers are required to file claims with the Worker’s Compensation Board, as applicable.
 - Note that any medical care given to a worker as a result of a work injury must be reported to the Workers' Compensation Board.
 - If a worker does not want to file a claim, the supervisor will inform the Farm Owner immediately.
- All records should be monitored monthly, at the health and safety committee meeting, to identify any issues or trends that need to be addressed.
- In the event of an incident that must be reported to the Department of Labour and Advanced Education:
 - Do not disturb the scene of the incident, except to protect the injured person, prevent further injuries or protect property that is endangered as a result of the incident.
 - The supervisor should complete the “Incident Report Form” immediately to ensure the most accurate depiction of the incident.
 - An exception is in the case of a person being killed or injured in a manner likely to prove fatal. In such cases, the supervisor shall wait for instructions from the owner before starting an investigation.

Signed: _____ Date: _____

*The safety information in this policy is to be used in conjunction with all applicable federal and provincial legislation in which all employees should be familiar.