



R. Fryer Forest Products LTD.
Monetville, Ontario
Policies & Procedures

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Subject: **Accident/Incident Investigation Program**

POLICY:

To investigate all injuries of a serious nature including fatal injuries, critical injuries, lost time injuries and medical aids of a serious nature.

To investigate all Incidents--including costly property damage, fire and reportable spills.

PROCEDURES:

a) To use the four-sided Report of Accident or Incident Form (copy attached) to provide the following:

- Name of injured worker, job and location
- Date, time, location and explanation of what happened
- Description of the event or injury and apparent cause
- Indicate on diagram the part of the body injured
- Report whether First Aid or medical attention was provided
- Who the occurrence was reported to and whether there were any witnesses
- Any additional comments
- Who completed the report and the date?
- Comments from Management

Where Management makes recommendations, a copy will be provided to the Supervisor to follow up. When a worker has been injured, the Supervisor will discuss Management's recommendations with him/her, at an opportune time.

b) To use the Accident Investigation section of the form to provide the following:

Examine how situation was handled
Determination of immediate and underlying causes
Discover if there were there any substandard acts or conditions
Determine lost time potential, probability of reoccurrence
Consider what could have been done to prevent the injury/incident
Recommend what steps may be taken to prevent a future similar incident
Names of investigators
Distribution of copies

Copies of all reports will be provided to the Employee Co-Chair, Joint Health & Safety Committee.

c) To track all injuries and incidents on computer indicating the following:
Number of injuries in each location
Number of injuries sustained by an employee during the present calendar year
Type of injury
Activity being performed at time of injury
Quarterly analysis of types of injuries--cuts, sprains, backs injuries, etc., --except the last item--
which will be reviewed quarterly to determine trends.

The Joint Health & Safety Committee, as well as Management will review this information
monthly