



INVESTIGATION POLICY

PURPOSE:

To investigate incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

POLICY:

In this company, the following types of incidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid.
2. Accidents that cause property damage or interrupt operation with potential loss exceeding \$500.00.
3. Incidents that have the potential to result in (1) or (2) above.
4. All incidents that, by regulation, must be reported to O.H. & S, WCB or other regulatory agencies.

RESPONSIBILITIES:

- All employees shall report all incidents to their immediate superior.
- Supervisors shall conduct initial investigations and submit their reports to their superintendent promptly.
- Superintendents shall determine the need for and, if necessary, direct detailed investigations. They shall also determine causes, recommend corrective action, and report to the manager.
- The manager shall review all superintendents' reports, determine corrective action to be taken, and ensure that such action is implemented.

Harold Kinsey

March 16, 2010

CDN. Power Pac <i>Safe Work Procedure - Title</i>	REVISION: 2008-001	EFFECTIVE DATE: October 1, 2008	PAGE 1 OF 1
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10.1 SCOPE

All accidents/incidents within the Company must be reported to the immediate supervisor, which in turn must notify the Health & Safety Advisor.

The Company understands that accidents are the result of unsafe acts or unsafe conditions, or both. CDN Power Pac's commitment is to eliminate both unsafe acts and conditions to keep employees and those present at our work site(s) safe, while our work is conducted. Reporting of all incidents is mandatory in order to determine where our focus for prevention needs to be.

Unsafe conditions are physical hazards such as:

- *Missing machine guards;*
- *Exposed electrical circuits;*
- *Damaged equipment;*
- *Slippery floors;*
- *Improper storage of material;*
- *Lack of supervision; and,*
- *Inadequate training.*

Unsafe Acts are the things people do that are obviously not safe. Some examples are:

- *Horseplay;*
- *Not using PPE;*
- *Running at the work site;*
- *Using damaged tools;*
- *Not lifting properly; and,*
- *Violating policies, procedures, codes of practice, etc.*

10.2 INCIDENT REPORTING REQUIREMENT POLICY

DEFINITION – INCIDENT / NEAR MISS

An incident is an undesired event that did or could have caused injury to any person damage to any property. This is inclusive of all equipment and vehicles owned, or leased by any division of CDN. Power Pac.

EVERY EMPLOYEE'S RESPONSIBILITY

It is the responsibility of each employee that is witness to, involved in, or has knowledge of any incident or near miss which led or may have led to damage or injury, to report the events to their Supervisor immediately.

SUPERVISORS

It is the responsibility of each Supervisor to whom an incident is reported, to promptly investigate and submit the Incident Report in writing to the Health & Safety Advisor and their Divisional Manager. Incidents resulting in injuries must be reported via telephone to the Divisional Manager.

HEALTH & SAFETY ADVISOR AND MANAGERS

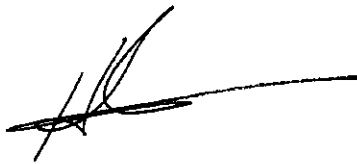
It is the responsibility of each Manager and the Health & Safety Advisor to review, further investigate, or take such action as is deemed necessary to prevent reoccurrence of the events.

LAW

In addition to the forgoing, all incident required to be reported to any governing department must occur in accordance with local laws; and must be completed by or with the approval of the highest level of Management available.

REPORTING OF INCIDENTS

CDN. Power Pac has a written policy for reporting incidents. Every Employee is to be familiar with the requirements of the policy and it is the Manager's and Supervisor's responsibility to see that it is followed.



Harold Kinsey

March 16, 2010



10.3 REPORTING OF INCIDENTS

10.3.1 PERSONAL INJURY DEFINITIONS

a) FIRST AID

When an injury results in a onetime treatment and subsequent observation of minor scratches; cuts; burns; splinters; and so forth, which do not require medical aid, regardless if this care is provided by a physician or registered medical professional, and is able to resume his/her work.

Note: First Aid Incidents are considered Non-Recordable. Not reportable to WCB

b) MEDICAL AID/TREATMENT

When an employee is injured, then treated by a Physician or registered medical professional (other than first aid), under the standing orders of a physician.

Example: setting of broken bones; prescribing or administering prescription drugs; suturing wounds; treatment of a second or third degree burn; and so forth.

Diagnostic procedure such as x-ray or examinations are not, in themselves, regarded as medical aid treatments. After receiving medical attention, the employee is able to continue with his next scheduled shift.

Note: Medical Aid/Treatment Cases are Recordable. Reportable to WCB.

c) RESTRICTED WORK CASE (RWC)

A Restricted Work Case occurs when an employee cannot perform at normal capacity, but does not result in days lost from work. A RWC occurs when, as a consequence of a work related injury or illness:

- i. The employee is temporarily assigned to another job;
- ii. The employee cannot perform at normal capacity for all or part of his work shift; or,
- iii. The employee works his regularly assigned job but cannot perform all duties normally connected with it.



Note: Restricted Work Cases are Recordable. Reportable to WCB

d) LOST TIME

When an employee has been injured and has been advised by a Physician to stay off work due to the nature of his injury. The employee is unable to report to his next shift.

Note: Lost Time Accidents are Recordable. Reportable to WCB.

10.3.2 OFFICIAL REPORTING REQUIREMENTS

Incidents of a nature that require reporting to any government agency, will be done by or under the approval of the Health & Safety Advisor, and/or President and will be done in accordance with all required legislation such as: Department or Ministry of Environment; OH&S; etc.

Examples may include incidents resulting in a worker being admitted to hospital; unplanned or uncontrolled fire; spills in reportable quantities; collapse or upset of a crane; etc.

All employees of CDN. Power Pac are covered by WCB and subject to all of the benefits and requirements of such organizations.

It is the responsibility of the Health & Safety Advisor to know the reporting requirements for the jurisdiction for which they are assigned.

10.4 INCIDENT REPORT

10.4.1 The INCIDENT REPORT FORM can be found in the 'FORMS' section of this manual.

10.4.2 THE INCIDENT BULLETIN

Incident Bulletins are prepared by the Health & Safety Advisor for those incidents that are a result of events that could recur. Incident Bulletins are a tool used to heighten awareness of hazards throughout our industry. Incident Bulletins contain information about incidents within CDN POWER PAC, as well as, incidents within our own or similar industries.

10.5 INCIDENT INVESTIGATION

It is the responsibility of each Manager and Health & Safety Advisors to review, further investigate, or take such action as is deemed necessary to prevent recurrence of downgrading events during a follow-up.

10.5.1 INCIDENT INVESTIGATION TEAMS

The size and structure of the investigation team should be entirely dictated by the incident's seriousness, training, and/or nature and technical complexity. Each team must have at least one qualified person formally trained in incident investigations. Incidents and near misses that have high loss potential must be thoroughly investigated to determine the root causes and corrective actions.

Minor Incident

The Manager, Health and Safety Advisor with the help of the employees involved, investigate incidents that did or could have resulted in minor injury, minor property damage, or minor environmental impact.

Serious/Major Incident

The team that needs to be organized to investigate a serious or major incident – one involving a serious injury or potential; or extensive property damage or potential; or a serious environmental incident or potential; should include the employee(s) directly involved, management, Health and Safety Personnel, and selected others not necessarily



involved with the incident but are familiar with the job, process, operation or equipment.

10.5.2 INCIDENT INVESTIGATION TRAINING

Investigation team members receive formal training in conducting incident investigations.

The following areas of qualification(s), experience and training should be considered when establishing an investigation team:

- Technical knowledge (i.e. environmental, safety).
- Objectivity.
- Familiarity with the job, process, operation or equipment.

10.5.3 CORRECTIVE ACTIONS

Managers are responsible for ensuring that recommended Corrective Actions followed through with. CDN. Power Pac recognizes that failure to follow-up and ensure all corrective action is carried forward to implementation may result in serious implications on other EHS initiatives.

10.5.3.1 Each Division must ensure that the Incident Report is provided with the correct information so that:

- Follow Up Actions are established
- Identified critical items to be corrected.
- Establishes time frames for corrections.
- Assigns responsibility to ensure that corrective actions are taken.
- The investigation recommendations are followed through to implementation.



CDN. POWER PAC

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MEDICAL INFORMATION RELEASE FORM

This release is to be completed by the injured employee.

I hereby authorize and direct any physician, medical practitioner, hospital, other medical related facility to release copies of medical reports to CDN. Power Pac where they are required for the purpose of coordinating my return-to-duty program.

This form is to be used only to facilitate my early-return-to-work concerning my WCB Claim, and for no other purpose.

Employee Name (Please Print)

Signature

Date

Office Use Only

Incident #

WCB Province & Claim #

