



Print version



DP 018
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HAZARDOUS OCCURRENCE INVESTIGATION, REPORTING AND RECORDING

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1. BACKGROUND

The requirement to investigate, report, and record each known hazardous occurrence is mandatory for government departments and agencies. Any accident, occupational illness or incident that occurs at a PWGSC managed building or worksite, or through the course of an employee's work that results in or has the potential to result in, injury to PWGSC employees, contractor's employees or visiting public, damage to property or an escapement of hazardous material, is considered to be a hazardous occurrence.



2. SCOPE

This departmental policy and code of practice apply to all employees of Public Works and Government Services Canada and provide the information and procedures necessary to ensure departmental compliance with the investigation, reporting and recording requirements related to hazardous occurrences.



3. DEFINITIONS

See [Annex A](#).



4. POLICY

Public Works and Government Services Canada shall, in accordance with applicable legislative requirements of the [Canada Labour Code, Part II](#), and the [Canada Occupational Safety and Health Regulations, Part XV, Hazardous Occurrence Investigation, Recording and Reporting](#), ensure that:

1. all hazardous occurrences are investigated, reported and recorded;
2. causes are determined;
3. corrective measures are promptly implemented.



5. EFFECTIVE DATE

Immediately.



6. ROLES AND RESPONSIBILITIES

See [Annex B](#).



7. COMPLIANCE

Compliance with this departmental policy is mandatory and in accordance with all existing safety and health legislation. The refusal of an employee at any level to comply with this departmental policy or with the provisions of the prescribed codes, standards, regulations, and/or departmental policies will be considered as misconduct.



8. GUIDELINES

Monitoring

1. Hazardous occurrence investigations, reports and records are reviewed on a quarterly basis by the network of Safety and Health Committees and Representatives and the Regional Managers responsible for Safety and Health.
2. These reviews ensure that all reported information is examined for accuracy and completeness, and that all requirements relating to corrective measures have been implemented. The quarterly review also ensures that all pertinent information has been forwarded, completely and accurately, to regional and departmental headquarters for input and analysis.
3. The Director, Environment, Safety and Health, prepares the annual departmental report on hazardous occurrences, as prescribed by Human Resources Development Canada. Information regarding the frequency and severity of occurrences, and trends within each region and throughout the department are identified and analyzed.
4. Where information indicates the necessity for the implementation of awareness campaigns with respect to certain occurrences, or changes to equipment or procedures, the Director will undertake corrective measures as required.



9. PROCEDURES

See [Annex C - Code of Practice - Hazardous Occurrence Investigation, Reporting and Recording - PWGSC](#).



10. REFERENCES

Acts and Regulations:

- [Canada Labour Code, Part II;](#)
 - [Canada Occupational Safety and Health Regulations, Part XV, Hazardous Occurrence Investigation, Recording and Reporting.](#)

Treasury Board Publications:

- [Procedures for accident investigation and reporting;](#)
- [A Guide to Accident Investigation;](#)
- [Risk Management Policy.](#)

PWGSC Publications:

- [DP 007 - Health and Safety Policy;](#)
- [DP 009 - Critical Incident Reporting Policy;](#)
- [DP 016 - First-Aid - PWGSC.](#)



11. INQUIRIES

Departmental:

Director
Environment, Safety and Health

Regional:

Regional Managers responsible for Safety and Health



Original Signed by
R.A. Quail

R. A. Quail
Deputy Minister and
Deputy Receiver General for Canada



Annex A - Definitions

Department (ministère) means Public Works and Government Services Canada, (PWGSC).

District office (bureau de district) means the district office of Human Resources Development Canada that is closest to the workplace, and which is within the appropriate administrative region.

Employee (employé) means a person employed by the department.

Employer (employeur) means a supervisor who is responsible for the work of one or more employees at the workplace.

First-aid (premiers soins) means emergency primary treatment or care that conforms with the recommended practice of the St. John Ambulance or the Canadian Red Cross Associations, and that is provided by the department in response to an injury or illness of an employee arising out of, or in the course of employment.

Hazardous occurrence (situation comportant des risques) means an event occurring at a PWGSC managed building or worksite, or through the course of an employee's work that results in, or has the potential to result in, a fatality, injury, property

damage or an escapement of a hazardous material. Types of hazardous occurrences include:

1. Critical incident (incident critique) means an unexpected event resulting in serious injury to persons, disruption of essential services or damage to equipment, material or the environment, which requires immediate action. Examples are given in [DP 009](#).
2. Disabling injury (blessure invalidante) means an employment injury or occupational illness, experienced by an employee, that: a) Prevents an employee from reporting for work, or from effectively performing all duties connected with their regular work, on any day subsequent to the day on which the injury or illness occurred; b) Results in the loss of, or complete loss of use of, a body member or body part; c) Results in the permanent impairment of a body function.
3. Minor injury (blessure légère) means an employment injury or an occupational illness, which is not a disabling injury, nor a non-disabling injury, but for which first-aid treatment is required.
4. Minor occurrence (incident secondaire) means an accident that results in damage to property, or loss of material, the value of which is less than \$500.
5. Near-miss (alerte) means a hazardous occurrence that does not result in an injury, damage to property or the environment, but where the potential for injury or damage can be clearly demonstrated.
6. Non-disabling injury (blessure non-invalidante) means an employment injury or occupational illness that is not a disabling injury, but that requires professional medical treatment, and which results in lost time from work only on the day that the injury or illness occurs.

Manager in charge of worksite (gestionnaire responsable du lieu de travail) means the person to whom the supervisor reports directly.

Medical treatment (traitement médical) means professional medical care provided by a physician or nurse.

Qualified investigator (enquêteur qualifié) means a person who has the appropriate training required to perform hazardous occurrence investigations, coupled with the required degree of knowledge of the worksite and of the safe work procedures required for activities performed at the site.

Safety officer (agent de sécurité) means a person designated as a Safety Officer by the Minister of Human Resources Development, pursuant to the [Canada Labour Code, Part II](#).

Senior employer representative (représentant supérieur de l'employeur) means the individual with the delegated authority to make and carry out decisions of an operational nature, on behalf of the department, for the workplace.

Supervisor (superviseur) means the person at the workplace to whom the employee(s) report(s) directly.

Workplace (lieu de travail) means any place where an employee is engaged in work for the department.



Annex B - Roles and Responsibilities

1. Branch/Agency Heads are accountable for the implementation of this departmental policy within their areas of responsibility. This accountability for the Safety and Health Function is further referenced in the Accountability Framework, [DP 007, Annex A - Accountability Framework for the Health and Safety Function](#).
2. Senior Employer Representatives are responsible for ensuring that all workplaces within their area of responsibility implement the requirements of this departmental policy and code of practice.
3. Director, Environment, Safety and Health is responsible for:
 1. developing, implementing and maintaining a comprehensive system for the investigation, reporting and recording of

hazardous occurrences;

2. developing, implementing and maintaining standard procedures for the collection and maintenance of information relating to hazardous occurrences;
3. implementing and maintaining an information system to meet internal and external departmental reporting requirements and providing information for analysis and review;
4. developing and implementing employee training modules for the various requirements associated with hazardous occurrences;
5. preparing the annual report of departmental hazardous occurrences, as required by Human Resources Development Canada;
6. providing guidance on various aspects of the internal and external communication and reporting requirements for departmental investigations, reports and records;
7. providing advice on obtaining qualified technical advisors and specialists for particular investigative purposes;
8. identifying inadequacies or inconsistencies with current legislation and regulations that hinder the implementation of comprehensive policy and procedures;
9. reporting inadequacies or inconsistencies with current legislation and regulations to the specific regulatory body and to the Treasury Board.

4.

Regional Managers responsible for Safety and Health are responsible for:

1. providing advice and guidance on investigation requirements and reporting processes;
2. ensuring that all required internal and external notification and reporting is made within the required time-frames;
3. determining the requirements of investigations, based on the severity of the occurrence, and the necessity for additional resources;
4. assisting, as required, in the appointment of qualified individuals to undertake investigations;
5. ensuring that, when required, assistance from technical advisors or specialists is obtained;
6. examining all Hazardous Occurrence Investigation Reports and Workers' Compensation Board forms for completeness and accuracy;
7. providing any additional information and/or comments and signing each investigation report in the appropriate section of the form;
8. forwarding all required reports to Human Resources Development Canada and the Workers' Compensation Board and distributing reports within the department as required;
9. ensuring that all pertinent information regarding each hazardous occurrence is forwarded to the office of the Director, Environment, Safety and Health, for entry into the Information System;
10. monitoring occurrences and investigation reports to ensure that corrective measures are implemented within the appropriate time-frames.

5.

Workplace Safety and Health Committees and Representatives are responsible for:

1. participating in the investigation of hazardous occurrences, according to the established terms of reference for the committee;
2. ensuring that required support is provided to Safety Officers and other investigators;

3. ensuring that any additional information and/or comments pertinent to the investigation are provided in the report;
4. ensuring the report is signed by the appropriate committee member;
5. undertaking follow-up measures to ensure that corrective action identified through investigation reports has been implemented within specified time-frames;
6. inspecting the Hazardous Occurrence Record forms at three month intervals, to verify proper maintenance, and to ensure that all information required for the departmental records has been forwarded to regional headquarters.

6.

Managers in Charge of Worksite, upon being informed of a hazardous occurrence, are responsible for:

1. ensuring that emergency/medical assistance has been provided to the injured employee;
2. ensuring that the Regional Manager responsible for Safety and Health is informed, as soon as possible, upon receipt of information concerning an occurrence;
3. consulting with the Manager responsible for Safety and Health regarding the selection of an appropriate investigator, and/or the necessity for technical advisors or specialists;
4. appointing a qualified individual to undertake the investigation;
5. advising the Workplace Safety and Health Committee or Representative, as soon as possible, of the occurrence and who has been chosen to investigate;
6. ensuring that all reasonable assistance is provided to the investigator, or the investigating team;
7. ensuring that all reports and forms are accurately completed and distributed to the Regional Manager responsible for Safety and Health and the Workplace Safety and Health Committee or Representative;
8. monitoring occurrences to ensure that corrective measures have been implemented within the necessary time-frames as per the requirements of investigation reports;
9. ensuring that all minor occurrences or near-misses are recorded, and that complete records are maintained at the workplace.

7.

Investigators are responsible for:

1. consulting, when necessary, with the Regional Manager responsible for Safety and Health, regarding the requirements of the investigation;
2. investigating only those occurrences for which they possess the necessary qualifications;
3. undertaking a thorough investigation of the occurrence and determining the cause(s);
4. determining the corrective measures to be implemented and the time-frame in which these measures are to be in place;
5. completing the appropriate sections of the Hazardous Occurrence Investigation Report and including all relevant information.

8.

Supervisors are responsible for:

1. ensuring that prompt medical attention (including first-aid) is provided to an injured employee;
2. ensuring that employees and other individuals granted access to the site of the occurrence are protected from any associated hazards;

3. informing the office of the Manager responsible for Safety and Health and the Manager in Charge of the Worksite, as soon as possible, of the occurrence;
4. ensuring that investigators are provided easy access to the facility;
5. informing witnesses of their responsibility to provide information regarding the occurrence;
6. ensuring that, for an occurrence resulting in a fatality or serious injury, no person, unless authorized to do so by a Safety Officer, removes or in any way interferes with, or disturbs a wreckage, article or item related to the incident, except to the extent necessary to: 1) save a life, prevent injury, or relieve human suffering; 2) maintain an essential public service; 3) prevent unnecessary damage or loss of property;
7. completing a Workers' Compensation Employers' Report Form for non-disabling and disabling injuries and forwarding report to the Regional Manager responsible for Safety and Health;
8. ensuring that corrective measures are implemented within the necessary time-frames, as per the requirements of the investigation report;
9. recording minor occurrences and near-misses using the Hazardous Occurrence Record designed for this purpose, and properly maintaining these records.

9.

Employees are responsible for:

1. reporting to the employer, without delay, any accident or occurrence that caused, or had the potential to have caused, injury to themselves, injury to another person, property damage, material loss or escapement of a hazardous material;
2. cooperating with the investigator or investigating team and providing all known information relating to the occurrence.



Annex C - Code of Practice - Hazardous Occurrence - Investigation, Reporting and Recording - PWGSC

1.

Immediate Requirements in the Event of a Hazardous Occurrence

Employees shall report an occurrence to their immediate supervisor without delay.

The Supervisor shall ensure that appropriate action is taken as follows, depending on the nature and severity of the occurrence:

1. Emergency services and prompt medical treatment and transportation are provided;
2. Employees and other individuals granted access to the worksite are protected from any hazards associated with the occurrence;
3. The office of the Regional Manager responsible for Safety and Health and the Manager in Charge of Worksite are informed of the occurrence. (See [Item 2. - Communication of a Hazardous Occurrence](#) for details regarding notification requirements for the type of occurrence.)

NOTE: Critical Incidents

In the event of a critical incident employees shall follow the "Immediate Actions", described in [DP 009 - Critical Incident Reporting Policy - Roles and Responsibilities](#). Requirements for the communication and notification of a critical incident must be implemented immediately.

When a critical incident has occurred and immediate requirements have been addressed, the incident shall be reported through the departmental reporting process described herein.

Minor Injuries

The First-Aid Attendant shall treat each minor injury and record the information relating to the occurrence as indicated in [DP 016, Annex A - Code of Practice](#).

Minor Occurrences/Near-Misses

The Supervisor shall ensure that each minor occurrence or near-miss is investigated, and shall record all pertinent information using the Hazardous Occurrence Record. (See [Appendix 1 - Hazardous Occurrence Record - Minor Occurrences/Near-Misses](#)).

2.

Communication of a Hazardous Occurrence

The Supervisor, upon being notified of a hazardous occurrence, shall inform the office of the Regional Manager responsible for Safety and Health and the Manager in Charge of Worksite, immediately, if known, facts include:

1. a non-disabling or a disabling injury;
2. accidents resulting in property or environmental damage estimated to be \$500 or more. (See [Reporting Initial Details of a Non-Disabling or Disabling Injury](#) and [Reporting Initial Details of Property or Environmental Damage](#).)

Worker's Compensation Employer's Report Form

NOTE: A non-disabling or disabling injury must be communicated promptly due to the reporting requirements of the Workers' Compensation Board. It is necessary for the Supervisor to complete a Worker's Compensation Employer's Report Form. This form, if not available at the worksite, or through the local departmental office of the Human Resources Branch, can be obtained by contacting the office of the Regional Manager responsible for Safety and Health.

The Supervisor shall also report all injuries, minor occurrences and near-misses, as soon as possible, to the Workplace Safety and Health Committee or Representative.

Non-disabling or Disabling Injuries/Property or Environmental Damage

The Manager in Charge of Worksite, upon being notified of a hazardous occurrence resulting in the need for professional medical treatment, or resulting in property or environmental damage, shall ensure that the office of the Regional Manager responsible for Safety and Health is notified within 48 hours. (See [Reporting Initial Details of a Non-Disabling or Disabling Injury](#), or [Reporting Initial Details of Property or Environmental Damage](#). These items provide information regarding the requirements in communicating the initial details of the occurrence.)

Reporting Initial Details of a Non-Disabling or Disabling Injury

The following details shall be provided when communicating to the office of the Regional Manager responsible for Safety and Health, the notice of a hazardous occurrence resulting in a non-disabling or disabling injury:

- Date of Occurrence;
- Name of Employee;
- Classification/Occupation;
- District;
- Location of Occurrence;
- Nature of Injury or Illness;
- Indicate if occurrence will result in absence from work;
- Name of Attending Doctor (or Medical Assistant);
- Hospital or Clinic;
- Name of Reporting Supervisor;
- Telephone Number of Reporting Supervisor.

Reporting Initial Details of Property or Environmental Damage

The following details shall be provided when communicating to the office of the Regional Manager responsible for Safety

and Health, the notice of a hazardous occurrence involving property or environmental damage.

- Date of Occurrence;
- Location of Occurrence;
- Nature of Occurrence;
- Name of Reporting Supervisor;
- Telephone Number of Reporting Supervisor.

Communication of initial details of occurrences involving Non-Disabling/Disabling Injuries, Property or Environmental Damage shall be made by telephone, facsimile or e-mail.

NOTE: When a hazardous occurrence involves absence from work beyond the day of the injury, the Supervisor shall immediately report the date of the employee's return to work to the Office of the Regional Manager responsible for Safety and Health.

In the event of a Critical Incident, the Regional Manager responsible for Safety and Health shall, as soon as possible and no later than 24 hours upon being notified of the occurrence, inform the Director, Environment, Safety and Health and the appropriate Regional Office of Human Resources Development Canada.

3.

The Investigation Process

The investigation process shall be undertaken for each hazardous occurrence, in order to determine the cause(s) and to identify corrective action required to prevent a recurrence. Each hazardous occurrence shall be investigated by a qualified investigator. The nature and severity of the occurrence shall determine the extent of the investigation and the qualifications required.

Investigators shall possess the recognized training required to undertake a thorough investigation. Qualifications required by the Investigator shall depend on the severity of the occurrence. In addition, requirements relating to knowledge of the work and of the appropriate procedures related to the workplace shall be considered prior to appointment of an Investigator.

The Manager in Charge of Worksite shall consult the Regional Manager responsible for Safety and Health regarding any concerns relating to the qualifications necessary to properly investigate a particular occurrence.

Depending on the nature and/or severity of the occurrence, the Regional Manager responsible for Safety and Health may establish an investigating team. The team shall include the Manager in Charge of the Worksite and/or the Supervisor, a Safety and Health Committee Member or Representative, the Investigator and the Regional Manager responsible for Safety and Health. If required, the team may also include technical advisors and specialists, as well as additional members of the Regional Safety and Health Committee.

The Regional Manager responsible for Safety and Health shall, when it is deemed necessary, request the involvement of Human Resources Development Canada and/or Health Canada representatives.

Accident Reports - Provincial Authorities

Accident reports resulting from investigations of fires, electrical accidents, boilers/pressure vessels, gas explosions, elevator accidents, and similar occurrences that are undertaken by provincial authorities shall accompany any departmental investigation reports related to the hazardous occurrence.

Accident reports resulting from a police investigation of an accident involving a motor vehicle on a public road, shall accompany any departmental investigation reports related to the hazardous occurrence.

NOTE: These reports are required as part of the reporting and recording process, and shall be attached to the Hazardous Occurrence Investigation Report. (See [Item 4. - Reporting and Recording.](#))

Minor Injuries/Minor Occurrences/Near-Misses

Investigations of minor injuries, occurrences and near-misses shall be carried out by the Supervisor, if qualified, and a member of the Workplace Safety and Health Committee or Representative.

Telework Arrangements

An employee working at home in a telework situation shall report a hazardous occurrence immediately to their Supervisor. The Supervisor shall inform the Manager in Charge of Worksite. The occurrence shall be investigated following consultation with the office of the Regional Manager responsible for Safety and Health.

Hazardous Occurrences Involving Individuals Other Than Employees

Investigation and reporting of a hazardous occurrence involving a contractor's employees or the visiting public shall be undertaken for all such occurrences. (As there is not an employer-employee relationship, there is no requirement to report to the Workers' Compensation Board or Human Resources Development Canada in these cases.)

The investigation and reporting shall be undertaken following departmental procedures. The Hazardous Occurrence Investigation Report shall be prepared and distributed. This information shall be utilized as part of the Security Management Information System. Recommendations shall be implemented and corrective action taken as required to prevent recurrence.

4.

Reporting and Recording

Reporting and recording requirements related to an occurrence are based on the nature of the occurrence.

Minor Injury

Minor injuries shall be recorded by the First-Aid Attendant. The date, time and location of the occurrence, employee name, brief description and cause of the injury shall be recorded. This information shall be maintained by the First-Aid Attendant, in the Standard First-Aid Treatment Record book. This information must be retained for 10 years following the occurrence.

Workplace Safety and Health Committees or Representatives shall review these records on a regular basis in order to determine if there are any trends related to minor injuries that may be due to hazardous conditions.

Minor Occurrences and Near-Misses

All minor occurrences and near-misses shall be recorded at the workplace by the Supervisor, using the Hazardous Occurrence Record Form. (See [Appendix 1](#) for an example of this form, and instructions for completion.)

The Hazardous Occurrence Investigation Report

A Hazardous Occurrence Investigation Report (PWGSC-TPSGC 874) shall be completed for any occurrence that results in a non-disabling or disabling injury, property or environmental damage. The Hazardous Occurrence Investigation Report shall be forwarded to the Regional Manager responsible for Safety and Health, within 10 working days of the occurrence, or the date that the occurrence was initially reported. (See [Appendix 2](#) for an example of this report.)

The Workers' Compensation Employers' Report Form

A Workers' Compensation Employer's Report Form shall be completed by the Supervisor and forwarded within 48 hours for all occurrences involving non-disabling or disabling injuries. (See [Item 2. - Communication of a Hazardous Occurrence.](#))

NOTE: Each Critical Incident shall be reported to the Safety Management Information System through the completion and submission of the Hazardous Occurrence Investigation Report Form (See [Appendix 2](#)).

Requirements for the communication and notification of a Critical Incident must be implemented immediately. (See [DP 009 - Critical Incident Reporting Policy](#) for additional information.)

Completion of the Hazardous Occurrence Investigation Report

The Manager in Charge of Worksite shall ensure that the investigation is undertaken and that the report is completed as follows:

The Investigator shall complete sections A to D of the Hazardous Occurrence Investigation Report in detail.

SECTION A. General Information

- Completed for occurrences involving employee injury. Includes information regarding the injured employee and the

basic circumstances surrounding the occurrence. If applicable, estimated salary costs are also reported here, for replacement of the injured employee while absent from the workplace.

SECTION B. Investigation of Occurrence

- Provides a detailed and thorough description of the occurrence and the sequence of events leading to employee injury, property or environmental damage.

SECTION C. Property Damage

- Details the property or environmental damage and the estimated cost of repairs or environmental clean up.

SECTION D. Preventative Action

- Indicates preventative measures that have been taken since the occurrence.
- Provides recommendations for additional corrective action, if required, and the date by which this action must be implemented. Included is the name of the individual responsible for ensuring the implementation of corrective action.
- Includes the name, title and telephone number of the Investigator.

NOTE: In the case of hazardous occurrences investigated by Provincial Authorities, the accident reports shall be attached to the Hazardous Occurrence Investigation Report Form. The Manager in Charge of Worksite shall ensure that Section A of the form is completed by the Investigator, prior to implementing the Review and Sign Off Process. (See [Accident Reports - Provincial Authorities](#) for additional information.)

Review and Sign-Off Process for Completed Hazardous Occurrence Investigation Report

Manager in Charge of Worksite	Forwards the report to the Workplace Safety and Health Committee or Representative for comment and sign-off.
Workplace Safety and Health Committee or Representative	Provides comments, signs off without delay and returns to Manager in Charge of Worksite.
Manager in Charge of Worksite	Forwards the report to the office of the Regional Manager responsible for Safety and Health.
Regional Manager responsible for Safety and Health	Examines the report for completeness and accuracy, provides comments and signs off without delay.

Distribution of Completed Hazardous Occurrence Investigation Report

The office of the Regional Manager responsible for Safety and Health shall retain the original copy of the report and shall distribute the completed report as follows:

Copy	Manager in Charge of Worksite
Copy	Workplace Safety and Health Committee or Representative
The Manager in Charge of Worksite shall retain a copy of the completed report and distribute a copy of the report within 10 days of the occurrence, or the reported date, as follows:	
Copy	Investigator
Copy	Injured Employee (If occurrence involved non-disabling or disabling injury)

The office of the Regional Manager responsible for Safety and Health shall forward, within 14 working days of the hazardous occurrence, or the reported date of the occurrence, the original report to the appropriate Regional Office of Human Resources Development and a copy of the report to the Director, Environment, Safety and Health.

NOTE: All records and reports related to a hazardous occurrence must be retained by the department for 10 years following the occurrence.

5. Corrective Action and Follow-Up

The corrective action required and the time-frame for implementation of this action shall be determined through consultation with the Manager in Charge of Worksite, the Investigator and the Workplace Safety and Health Committee or Representative.

The time-frame required for implementation of corrective measures shall be based on the severity of the occurrence, the degree of injury or damage and the immediate possibility of recurrence.

Corrective action that has been identified as required by the Investigator, and indicated on the Hazardous Occurrence Investigation Report, shall be implemented within the time-frame indicated.

The office of the Regional Manager Responsible for Safety and Health shall monitor the implementation of corrective measures to ensure that action is completed within the required time-frames.

The Workplace Safety and Health Committee or Representative shall follow-up on identified requirements to ensure that the corrective measures, as indicated by the Hazardous Occurrence Investigation Report, have been implemented within the time-frames indicated.



Annex C - Appendix 1 - Hazardous Occurrence Record - Minor Occurrences/Near-Misses



Click here to view the Adobe Acrobat (also known as PDF) version of the [Form PWGSC-TPSGC 99](#).

Instructions

The Hazardous Occurrence Record is used to register each minor occurrence or near-miss which is reported to the Supervisor. Information provided must be clearly written or printed.

1.	MINOR OCCURRENCE/ NEAR-MISS	The date and time when, and the location where the occurrence or near-miss took place.
2.	PROPERTY/ENVIRONMENTAL DAMAGE	The estimated cost (must be less than \$500) of the property damage or environmental clean up.
3.	DESCRIPTION OF OCCURRENCE AND CAUSE(S)	A brief explanation of the minor occurrence or near-miss, and the related cause(s).
4.	RECOMMENDATIONS FOR CORRECTIVE ACTION	A brief explanation of the corrective action required to avoid recurrence and the date when action is to be implemented. (If no corrective action necessary provide reason).

5. CORRECTIVE MEASURES/
ACTION TAKEN

Indicate the corrective measures or action taken to avoid recurrence and the date that corrective measures were implemented.

EACH RECORDED ENTRY MUST BE MAINTAINED FOR TEN YEARS FOLLOWING THE HAZARDOUS OCCURRENCE.



Annex C - Appendix 2 - Hazardous Occurrence Investigation Report



Click here to view the Adobe Acrobat (also known as PDF) version of the [Form PWGSC-TPSGC 874](#).

