

OHS INVESTIGATIONS

JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE (JOHSC) INVESTIGATIONS



STEP 1 - ASSESS

Gather all information relevant to completing your investigation.

- > Prior inspection/maintenance reports
- > Witness interviews – be collaborative & seek recommendations
- > PSLS/Hazard reports
- > Workplace Health Call Center reports/WHITE reports/Push notifications
- > Emails reporting safety concerns to manager



STEP 2 - IDENTIFY

Identify the risk, contributing factors, and root causes.

- > Organize gathered information.
- > Create a timeline; describe what happened before, during and after.
- > Does the timeline match the statements provided?
- > Are there other related incidents?
- > Was there an escalation of events?
- > Ask the question “why?” at least five times and see where it leads.
- > Are you able to identify the risk? contributing factors? root cause?



STEP 3 - PLAN

Plan the response phase to address the identified concerns.

- > List the root cause(s).
- > What is the corrective action for each root cause?
- > What systems were in place and failed or need improvement?
- > What systems are not in place, but need to be?
- > How can we mitigate/eliminate the risk?
- > How do we communicate the risk?
- > Speak with workers/managers/JOHSC representatives.
- > Report back to the member.

PRO TIP: Follow the Hierarchy of Controls.

PRO TIP: Ensure that the appropriate people have been consulted and that the member has provided input.

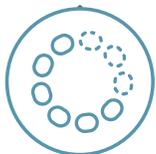


STEP 4 - ACT

Act by implementing the plan and documenting JOHSC reporting systems, including minutes.

- > Share the risk communication plan.
- > Provide the recommendations/plan.
- > Implement corrective actions.

PRO TIP: The JOHSC can make formal recommendations.



STEP 5 - EVALUATE

Evaluation:

- > Determine how you will evaluate the efficacy of the plan.