

### Corrective Action Report Guidelines

Upon completing an Employee Accident Report, the injured employee's supervisor will receive a link for a Root Cause Analysis to be completed which will help determine any corrective actions that need to be taken.

1. Upon submitting the completed Corrective Action Report, the form shall be reviewed by EH&S where it shall be determined if the Corrective Actions are appropriate to the accident.
2. Should the Corrective Actions not be deemed adequate then the following steps shall be taken.
  - a. The employee involved in the incident, the supervisor, a member of the Workplace Safety Committee and a representative from EH&S shall meet to discuss the incident.
  - b. During this meeting, all parties involved will walk through the Corrective Action Report to determine the root cause of the incident as well as what corrective actions must be taken.
    - i. All members of the Workplace Safety Committee shall be trained in how to properly identify root causes prior to conducting this meeting.
3. Following the completion of the Corrective Action Report, it is the responsibility of both the supervisor as well as the Department of Environmental, Health and Safety to ensure that all corrective actions are implemented successfully.