Simplified Safety Issue Investigations for Supervisors

**Issue**
Safety Issue Report Received from staff member

**Discussion – Supervisor and Safety Coordinator** to determine if an investigation is required.

**Yes**
1. Notify Management (SC)
2. Assemble Investigation Team (SC)
3. Investigate (Investigation Team)
4. Develop Corrective and Preventative Actions (Inv. Team)
6. Record corrective actions in the CAL.
   = Investigation Complete

**N**
1. Ensure that all hazards are resolved. (Supervisors)
2. Record corrective actions in Corrective Action Log.
   = Complete

Note – determine if other reporting is required (WorkSafe, PSA, etc) ref. Chapter 15

See the FLNRO SMS Incident Reporting Guide for detailed information

December 2019