



Incident Reporting and Investigation Procedure

Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

Document Control

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1. Purpose

This procedure establishes the process used by Viking Reinforcing Ltd. to report, record, investigate, and correct workplace incidents, injuries, illnesses, near misses, property damage events, and environmental incidents occurring during fabrication yard activities or reinforcing steel placement operations on construction sites.

2. Scope

This procedure applies to all Viking Reinforcing employees, supervisors, contractors, visitors, and subcontractors working within Viking-controlled worksites including the Parksville fabrication yard and all construction projects where Viking Reinforcing performs reinforcing steel installation.

3. Definitions

Term	Definition
Incident	Any unplanned event that results in or could have resulted in injury, illness, damage, or loss.
Near Miss	An event that did not result in injury or damage



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but had the potential to do so.

Lost Time Injury

An injury that results in time away from work beyond the day of the incident.

Medical Aid Injury

An injury requiring medical treatment beyond basic first aid.

Root Cause

The underlying reason an incident occurred.

4. Responsibilities

Chief Safety Officer (Dan Ansell)

- Oversees investigations and ensures regulatory compliance.
- Reviews investigation findings and corrective actions.

Superintendent (Thomas Gabinet)

- Ensures incidents are reported and investigations occur at jobsites.

Yard Foreman (Matt Warawa)

- Ensures incidents in the fabrication yard are documented and investigated.

Director of Maintenance (Sean Vetra)

- Participates in investigations involving equipment failures.

Workers

- Immediately report incidents, hazards, and near misses.

5. Types of Incidents Requiring Reporting

- Personal injury
- First aid incidents
- Near misses
- Property or equipment damage
- Environmental spills
- Vehicle incidents
- Equipment malfunction resulting in unsafe condition

6. Immediate Response Actions

1. Stop work immediately.
2. Provide first aid or emergency response if required.
3. Notify supervisor or site foreman.



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4. Secure the incident scene where safe.
5. Contact emergency services if required.

7. Incident Investigation Process

The following steps shall be followed during investigations:

1. Gather witness statements.
2. Photograph the incident area.
3. Inspect equipment or materials involved.
4. Review work procedures and training records.
5. Identify direct and root causes.
6. Determine corrective actions.

8. Root Cause Analysis

Investigations should utilize structured analysis techniques such as:

- 5 Whys analysis
- Cause and effect analysis
- Failure analysis of equipment or procedures

9. Corrective Actions

Corrective actions identified during investigations must be recorded in REGISTER-OHS-02 – Corrective Action Register. Actions must be assigned to a responsible person and tracked until completion.

10. WorkSafeBC Reporting Requirements

Incidents meeting WorkSafeBC reporting thresholds must be reported immediately. Examples include serious injuries, fatalities, structural collapse, or major equipment failure.

11. Records and Documentation

FORM-OHS-02 – Incident Report Form
FORM-OHS-04 – Incident Investigation Report
FORM-OHS-03 – First Aid Treatment Report
REGISTER-OHS-02 – Corrective Action Register
LOG-OHS-06 – Corrective Action Closure Verification Log

12. Continuous Improvement

Incident trends will be reviewed during management review meetings to identify recurring hazards and improve safety controls across Viking Reinforcing operations.