

# ***MJR Masonry Inc.***

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## **INVESTIGATION POLICY**

### **Purpose**

To investigate incidents so that causes can be determined and corrective action can be implemented to prevent recurrence.

### **Policy**

In this company, all incidents that result in injury or property damage, or that could have resulted in injury or property damage, will be thoroughly investigated.

### **Responsibilities**

1. All employees shall report all incidents to their immediate superior.
2. Supervisors shall conduct initial investigations and submit their reports to their superintendent promptly.
3. Superintendents shall determine the need for and, if necessary, direct detailed investigations. They shall also determine causes, recommend corrective action, and report to the manager.
4. The manager shall review all superintendents' reports, determine corrective action to be taken, and ensure that such action is implemented.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_