



INCIDENT INVESTIGATION POLICY

Incident investigations are an integral component of our company safety program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences.

All incidents are to be reported immediately to management, with an initial investigation report completed by E4 Homes Inc representative and if necessary, with assistance from a workplace safety and health (WSH) committee member within 24 hours. Depending on the severity of the incident, a detailed investigation by management and a WSH committee member will be completed within three working days. The completed investigation will be forwarded to E4 Homes Inc owner for review and recommendation, immediately upon completion.

Reported immediately to management, the initial investigation report must be completed within 24 hours:

- Personal injury requiring first aid
- Incidents resulting in less than \$500 property damage
- Occurrences that could have resulted in an incident (near miss)
- Incidents that have the potential for occupational illness or environmental damage

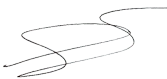
Reported immediately to management, detailed investigations must be completed within three days:

- Personal injury requiring medical aid from a health care professional
- Incidents resulting in more than \$500 property damage
- Incidents that result in a fire, explosion, or flood

By Regulation, all “serious” injuries involving: death, injury from electrical contact, unconsciousness, fractures, amputations, third degree burns, loss of sight, cut or laceration requiring medical attention, asphyxiation or poisoning, collapse of structure, explosion, fire, flood, uncontrolled spill or failure of an atmosphere-supplying respirator must be immediately reported to the WSH Branch (see procedures for reporting).

All incidents and the corrective action shall be discussed with the workforce at monthly toolbox meetings and WSH committee meetings.

Management, safety and health committee members, and employees will abide by our Incident Investigation Policy and the WSH Act and Regulation.



Owner

Date