

## Incident Investigation

Our belief is that there are no accidents in the work world - only incidents which are a result of a loss of control in our Health & Safety Program.

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We, as an organization, need to ensure that incidents or near misses in the workplace are recognized, recorded and investigated and that corrective measures are put in place to prevent a recurrence.

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We will promptly investigate and document all incidents:

- Resulting in a fatality, an injury requiring rescue, transportation to a hospital or treatment by a doctor,
- Involving a company vehicle where there are injuries to workers or the public
- Involving two or more company vehicles regardless of level of damage or injuries
- Involving mobile equipment striking a person, vehicle, structure or other mobile equipment unit
- Resulting in any OH&S reportable condition
- Resulting in a near miss that could have reasonably resulted in any of the above



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The scene of such an incident must be secured and preserved undisturbed, except for the purposes of stopping loss (e.g. rescue, first aid, firefighting, environmental damage, etc.) until permission to proceed has been issued by Management.

Neither police nor customers have the authority to release an industrial accident scene.

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Anyone involved in any such incidents may meet defined criteria for drug and alcohol testing.

Workers are not permitted to resume work (in any capacity) until management indicates that either testing is not required or the worker(s) obtain a negative result.



## Responsibilities

- You must report all incidents or near misses to your supervisor immediately after occurrence.
- If you have an onset of an illness or injury at the work site, you must report this to your supervisor or safety rep as soon as is practicable.
- Your supervisor will investigate and submit their reports to management and the safety department promptly.
  - They will identify and document the root cause of the incident in conjunction with the investigative team.
  - They will consult with the safety rep to conduct their investigation.
  - (The company will provide training to those persons involved in conducting worksite investigations.)
- Management will review all reports, and determine corrective action to be taken and will ensure that such action is implemented.
- If an issue cannot be resolved between you and your supervisor, management will make suggestions on how to resolve the issue.
- Workplace injuries causing you to go to the hospital or a clinic must be reported within 72 hours to the WCB.
  - A competent person will accompany you to the hospital along with required paperwork.

*We have no requirement to send an annual report to the Minister (Federal) or Provincial.*

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## Workplace Health & Safety Committees

While we are working in a federally controlled jurisdiction, we will follow [Sections 135\(1\) and 136\(1\)](#) of the Canada Labour Code (R.S., 1985, c. L-2) for the purposes of addressing a workplace health and safety committee.

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## Reportable injuries:

- An injury or accident resulting in Death
- An injury or accident resulting in a worker being admitted to hospital for 2 or more days.
- An unplanned or uncontrolled explosion, fire or flood that either caused or had the potential to cause serious injury.
- The collapse or upset of a crane, derrick or hoist.
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
- The major release of a hazardous substance.



*Media Contact*

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A senior Manager or his/her designate is the only person authorized to speak or release information to the news media regarding an accident at any operation. Respond to a reporter's questions by referring them to the authorized media contact.

## Incident Action Process

1. Check the incident site and secure any equipment or structure that could endanger victims or rescuers.
2. Determine the extent of injuries and provide First Aid to the limit of your training.
3. If it is possible to move the injured person without aggravating the injuries, transport the person to the nearest medical facility without delay.
4. If it is not possible to move the injured person, summon Emergency Response Services. Stay connected until they arrive. Information they need to know:
  - your name
  - the location where help is required (and the nearest meeting point if applicable)
  - the number of people injured
  - the extent of the injuries
  - if extrication or rescue will be required.
  - your contact number (should you become disconnected)
5. Designate someone to go to the nearest meeting point (road, intersection, etc.) to meet and direct emergency response units to the incident site.
6. If the incident has caused or may cause environmental impact, efforts must be made to minimize the damage and the extent of the impact.
7. Obtain witness statements concerning the incident if applicable.
  - Witness statements are required for L3 Major Incidents.
8. Make sure company management is notified as soon as possible. Some of their responsibilities:
  - In the case of a serious reportable incident, or an incident with possible legal ramifications, the company may choose to engage an independent professional investigator.
  - If the incident results in a situation that must be reported to the OH&S authority, the company must notify OH&S without delay.
  - If the incident results in a reportable environmental impact the company is to notify the customer and/or the environmental authority (as appropriate) without delay.
  - If the incident has happened on public property such as a city street, primary or secondary highways notify local authorities.
  - If the incident has happened on a customer's property, notify the customer as soon as possible.

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Once the injured have been cared for, the scene is secured, and the proper notifications are completed, an investigation can begin.

- Supervisors / Safety Rep must make a report in writing, without delay, where that investigation discloses that the hazardous occurrence resulted in any one of the following circumstances:
  - A disabling injury to a worker;
  - An electric shock, toxic atmosphere, or oxygen deficient atmosphere that caused a worker to lose consciousness;
  - The implementation of rescue, revival, or other similar emergency procedures; or
  - A fire or an explosion.
- Supervisors must submit a copy of the report:

- Without delay, to the work place committee or the health and safety representative; and
- Within 14 days after the hazardous occurrence, to a health and safety rep at the regional office or district office (Occupational Health and Safety).

[Learn more](#)

The safety information in this policy does not take precedence over the Occupational Health & Safety Act.

All workers should be familiar with the Occupational Health & Safety Act, Regulations and Code.

#### *Worker's Compensation Board Reporting*

We must submit an Employer's Report of Injury or Occupational Disease to the WCB within 72 hours of an worker's injury or claim for an industrial disease if:

- The worker loses consciousness following an injury.
- The worker is transported or directed by a first aid attendant or other representative of the employer to a hospital or other place of medical treatment, or is recommended to go there.
- The injury is one that obviously requires medical treatment.
- The worker states an intention to seek medical treatment.
- The worker has received medical treatment for the injury.
- The worker is unable or claims to be unable to return to his or her usual job on any day subsequent to the day of injury.
- The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or hearing aid.
- The worker or the Worker's Compensation Board requests that a report be sent to the Board.

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#### Special Circumstances

A worker dying from non-work related causes while at work must be reported to the Worker's Compensation Board, the OH&S authority and the police immediately.



## Terms

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### First Aid

A work related injury that typically does not require attention from a health care professional.

First aid includes:

- visit to health care professional solely for observation
- single dose medication or antiseptic
- non-prescription medication
- wound covering
- removal of foreign bodies from a wound (uncomplicated)
- removal of foreign bodies from an eye via irrigation or cotton swabs
- treatment of 1st degree burn
- diagnostic test (e.g. - x-ray)
- issuance of a non-rigid means of support
- tetanus immunization
- cleaning of a wound on skin surface
- drilling a nail to relieve pressure
- drinking of fluids to treat heat stress
- massage (except when prescribed by a health care professional)



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### Incident Investigation Level 1 Report

Must be completed for any Injury Incident requiring only First Aid treatment and/or for any property damage less than \$5,000.

(includes Minor Fires<sup>1</sup> and Minor Spills<sup>2</sup>).

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### Incident Investigation Level 2 Report

Must be completed for:

- a Recordable Injury Incident
- any incident involving a third party (e.g. public or Contractor worker)
- property damage in excess of \$5,000.00
- any major Fire<sup>3</sup> or Spill<sup>4\*\*</sup>

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### Lost Time Injuries

Lost time injuries include fatalities (F) and lost workday cases (LWC) resulting from work related injuries

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### Lost Workday Case (LWC)

<sup>1</sup> Minor Fire — did not require Fire Services to suppress (call and report any fire regardless of size).

<sup>2</sup> Minor Spill — a spill that is not reportable to the authorities under regulatory guidelines (report all spills to the Head Office). Also Complete G007, Environmental Release/Spill Report.

<sup>3</sup> Major Fire — any fire which requires more than one person with one 20 lb. extinguisher to suppress.

<sup>4</sup> Major Spill — a spill that is reportable to the authorities under regulatory guidelines, complete form G007, Environmental Release/Spill Report.

A work related injury which results in the worker being off work beyond the day of the incident

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#### Medical Aid

A work related injury which involves medical treatment from a health care professional followed by immediate return to work without restrictions.

Medical treatment includes:

- issuance of prescription medication
- wound closing
- removal of foreign bodies from a wound if the procedure is complicated because of depth of embedment, size, or location
- removal of foreign bodies embedded in the eye by minor surgery (except irrigation and cotton swab)
- treatment of infection
- treatment of 2nd/3rd degree burn greater than 13mm (1/2in.) diameter.
- positive x-ray diagnosis (fractures, broken bones, etc.)
- issuance of a rigid means of support
- vaccine (except tetanus)

- cutting away of dead skin (surgical debridement).
- Admission to a hospital or equivalent medical facility for treatment and requirement for a follow-up visit
- application of antiseptics during second or subsequent visit to medical personnel.
- application of sutures.
- application of butterfly adhesive sutures or steri-strips in lieu of sutures.
- provision of prescription medications (except a single dose administered on first visit for minor injury or discomfort).
- provision of hot or cold soaking therapy during second or subsequent visit to medical personnel.
- application of a hot or cold compress during second or subsequent visit to medical personnel.
- provision of whirlpool bath therapy during second or subsequent visit to medical personnel.
- drainage of blood from bruises.

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#### Near Miss

A near miss occurs when an incident is narrowly avoided. It may have resulted in no consequences or only minor consequences, but the potential for more severe consequences was great

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#### Recordable Injury

A work related injury that requires medical treatment is classed as a "Recordable Injury". Recordable injuries may also result in modified work or lost time.

All recordable injury incidents are serious incidents and must be fully investigated.

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Restricted/Modified Duty:



A work related injury that results in a change to the worker's regular job duties beyond the day of the incident. This includes the worker being prevented from performing one or more of the routine functions of his/her job, and/or a change to the workers work schedule



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### Serious Incident

Any of these is considered a serious incident

<b>Category I</b>	Fatality or more than one person hospitalized.
<b>Category II</b>	One seriously injured person (hospitalization will be required for more than 3 days), or possible permanent impairment is predicted.
<b>Category III</b>	One person injured seriously enough to be hospitalized, but no permanent impairment predicted or one person injured seriously enough to be "off work", but not hospitalized.
<b>Category IV</b>	Any Near Miss that could have resulted in any of the above under different circumstances or any incident that results in adverse effects to a customer's property, process or the environment.

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### Vehicle Incident

Work-related incidents which involve a company owned or leased vehicle and which results in damage beyond normal wear and tear.

Also includes incidents involving a personal vehicle being used for company business.

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### WCB Reports

(Both Employer's and Worker's forms are available via [www.wcb.ab.ca](http://www.wcb.ab.ca))

There are to be completed and submitted to WCB any time that a worker reports to a medical Doctor for treatment of any work-related injury or health problem.

The company must submit the Employer's Report to the WCB within 72 hours of the worker being treated by the doctor.

