



Incident Management

Prepared by: Gordon Hood, Coordinator Health, Safety and Environment

Approved by: Jim Toye, City Manager

Signature:  **Policy No:** 9

Effective: August 17, 2018 **Replaces:** N/A

Policy:

All incidents involving employees and on site contractors must be managed to reduce the potential for future injury or damages and reduce WCB costs.

Purpose:

The City of Prince Albert believes in providing and maintaining an environment in which all employees and contractors are protected from harm. In order to ensure sufficient controls are in place, a consistent reporting, handling and investigation process is required.

Scope:

The Incident reporting and investigation provisions of this policy apply to the entire City of Prince Albert workforce and any contractors, performing work on behalf of the City of Prince Albert with the exception of contractors that have been designated as Prime contractors.

The Modified Work Provisions and WCB reporting requirements only apply to City of Prince Albert employees.

Responsibility:

1. **City Manager or designate:**

- a. Informing Next of Kin following a fatal accident.
- b. Act as spokesperson for all media/council inquiries into incidents

2. **Senior Management:**

Ensure internal procedures are developed and implemented, which require:

- a. That all incidents are reported immediately to Supervisors/managers or contractor coordinators;
- b. That appropriate documentation is completed including WCB forms and City of Prince Albert Investigation reports within the required timeframes.

- c. That require staff, and supervisors/managers to comply with the provisions of the modified work program including, providing the required forms to the attending practitioner on the first visit.
- d. That a follow-up program is established to ensure that absent workers establish regular communication with the Supervisor during any absence resulting from an on-the-job accident/incident
- e. That adequate resources are allocated to the investigation of incidents
- f. That employee compliance with this policy is included in performance reviews.

3. **Manager:**

- a. Ensure that all workers under their supervision are aware of and comply with this policy. This information is to be documented.
- b. Upon being advised of an incident, ensure that the Coordinator-Health, Safety and Environment is immediately advised if it is an immediately reportable incident and that the required documentation (WCB E1 and Investigation report when required), is completed for all other incidents, and forwarded to the appropriate department within 48 hrs.
- c. Ensure that the required investigation is completed for any reportable incident
- d. Ensure that the Coordinator, Health, Safety and Environment is kept informed of the return-to work status of an absent injured worker.
- e. Ensure the worker provides a medical certificate confirming the worker is fit to return to regular or modified duties.
- f. Ensure that any worker that is eligible for modified work completes the required documentation, or has their medical practitioner complete and submit the documentation on their behalf in the required timeframes.
- g. Identify opportunities in their area for modified work assignments and ensure that no employee under their supervision is directed to perform tasks that exceed imposed limitations.

4. **Supervisor/Foreman:**

- a. Ensure that all workers under their supervision are aware of and comply with this policy. This information is to be documented on a tool box talk form.
- b. Upon being advised of an incident, ensure that the Coordinator-Health, Safety and Environment is immediately advised if it is an immediately reportable incident and that the required documentation (WCB E1 and Investigation report when required), is completed for all other incidents, and forwarded to the manager.
- c. Ensure that the required investigation is completed for any reportable incident
- d. Identify opportunities in their area for modified work assignments and ensure that no employee under their supervision is directed to perform tasks that exceed imposed limitations.

5. **Human Resources**

- a. Receive, coordinate, review, analyze and file all Workers' Compensation claims.
- b. Act as the only corporate contact with the Saskatchewan Worker's Compensation Board (WCB).
- c. Act as the contact with the Long term disability insurance carrier and the WCB and keep them informed if a worker
 - i. Returns to work in a modified work capacity
 - ii. Returns to their regular duties
 - iii. Refuses to participate in the modified work program when accommodations are in place that match medical restrictions.
- d. Assist Supervisors and Department Managers in the Workers' Compensation Board claims management process, including rehabilitation of injured workers and appeals to the Workers' Compensation Board.
- e. Provide training to Supervisors in the proper completion of report forms.

6. **Worker:**

- a. Report all occupational injuries, illness and incidents to their Supervisor/manager immediately unless unable to do so due to the nature of injury. **Note** Failure to report incidents, in a timely fashion, may result in discipline.
- b. Advise their manager if they wish to participate in the Modified work program for a non-work related issue.
- c. Complete the Workers' Compensation report form (W1) as soon as possible following the work related incident when seeking medical aid.
- d. Contact the Supervisor/manager if the incident resulted in an injury that will result in loss time from work and take the Modified Work form to their medical practitioner on the first visit unless unable to do so due to the nature of injury. If the injury results in time off work they are also responsible to maintain regular communication with their Supervisor until they are able to return to work.
- e. Cooperate and comply, with the prescribed treatment for their injury and take the necessary measures to ensure the earliest possible return-to work
- f. Provide to their Manager, written updates from a medical professional on the progress of their recovery when requested.
- g. Provide a note, from a medical professional, certifying that they are able to return to their regular work or what restrictions or limitations they may have before returning to work. This is to be completed after the first visit and then when required based on the circumstances.
- h. Take an active and cooperative role in seeking modified duties/alternate job duties consistent with limitations and capabilities when the worker is unable to perform their regular pre-injury job duties.

7. **Coordinator Health, Safety and Environment:**

- a. Shall ensure that, when required, notifications are made to LRWS, the Ministry of Environment, OHC Co-Chairs or the city manager.
- b. That managers are made aware of their performance in regards to this policy on a quarterly basis.
- c. That supervisors or OHC Co Chairs are provided with assistance to complete thorough investigations as required.
- d. That the City manager is advised of incidents when required.
- e. That assistance is provided to supervisors and the OHS committee as required.

8. **Contract Coordinator:**

- a. Shall ensure that all contractors are provided with a copy of this policy and advised that their company and any sub trades, which are used for the completion of the city contract, must comply with the contractor provisions listed unless the contractor has been designated as a Prime contractor.
- b. Shall provide contractors with the name(s) and contact information of their city contact(s).

9. **Contractors and any sub-contractors (When conducting city work) excluding Prime contractors:**

- a. Shall report all incidents to their city contact.
- b. Shall complete an investigation report and submit it to their contact.
- c. Shall provide copies of any reports, issued by a regulatory agency, to their contact.

Definitions:

- 1. **Reportable incidents** are any incidents resulting in a near miss, equipment damage, accident, injury or spill.
- 2. **Immediately Reportable incident:** Is any incident that :
 - a. Causes or may cause the death of a worker; (Type A)
 - b. Will likely require the worker to be admitted to a hospital as an inpatient for a period of 24 hours or more; (Type A)
 - c. Any spill of hazardous material of a quantity as identified by Sask. Environment.
 - d. Any safety related incident that is of a politically sensitive nature or will likely result in media inquiries,
 - e. Any safety related situation in which a notice, from a regulatory agency, is received indicating non-compliance with legislated standards.

- f. Any circumstance that could reasonably cause a situation, listed in a or b above, but didn't due to the particular circumstances involved. These include, but are not limited to, the following examples and are classed as Type A:
 - i. the structural failure or collapse of a structure, scaffold, temporary falsework or concrete formwork, all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation.
 - ii. The failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment.
 - iii. The accidental contact of an exposed energized electrical conductor
 - iv. The bursting of a grinding wheel
 - v. An uncontrolled spill or escape of a toxic (i.e. asbestos), corrosive or explosive substance.
 - vi. A premature detonation or accidental detonation of explosives.
 - vii. The failure of an elevated or suspended platform.
 - viii. The failure of an atmosphere-supplying respirator.
- 3. **Type A incidents** are immediately reportable incidents that require notification to the Occupational Health and Safety Committee Co-Chairs so that they can conduct an investigation.
- 4. **Type B incidents** are any incident that does not meet the definition of a Type A incident

References & Related Statements of Policy & Procedure:

The Workers' Compensation Act, 2013

The Saskatchewan Employment Act

The Occupational Health and Safety Regulations, 1996

The Environmental Spill Control Regulations

The Occupational Health and Safety (Prime Contractor) Regulations