



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: ACCIDENT/INJURY REPORTING

Procedure No: 3002-01

Approval: CAO

Effective Date: October 16, 2014

Supersedes Procedure No: September 9 2002-01

1. Purpose

- 1.1. To establish the duty to report and investigate incidents, injuries, first aids, and near misses.

2. Definitions

- 2.1. Incident/Accident - The term incident is used to cover both an "accident" and "incident". Any unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage. An unexpected event that did not cause injury or damage this time but had the potential. "Near miss", "Close Call", or "dangerous occurrence" are also terms for an event that could have caused harm but did not.
- 2.2. Formal Investigation – Is required to take place in the event of a Serious Injury/Accident. It shall be conducted by the Manager, Protective Services or the Safety Officer with participation from relevant personnel.
- 2.3. Investigation - The purpose is to find facts that can lead to actions, not to find fault. Always look for deeper causes and is not simply recording the steps of the event.
- 2.4. Serious injuries and accidents – Under OHS Act Section 18 are reportable to OHS Alberta. "Includes an injury or accident that results in death, an injury or accident that results in a worker's being admitted to a hospital for more than 2 days, an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury, the collapse or upset of a crane, derrick or hoist, or the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure."
- 2.5. CAO – Chief Administrative Officer
- 2.6. Management Group – CAO, General Managers, Managers
- 2.7. WCB –Workers' Compensation Board of Alberta

- 1.10 In the case of property damage or insurable claims, the Employee / Contractor / Councillor Board Member shall advise the other party to contact their own insurance agent and have their agents contact the Greenview Insurance carrier.
- 1.11 If additional information becomes available relating to the incident, e.g. police reports, etc., the Employee / Contractor / Councillor or Board Member shall ensure the information is provided to the Manager, Protective Services. The Manager, Protective Services shall forward additional information to all necessary personnel.

2 Investigation Procedures

- 2.1 Those personnel conducting investigations shall follow the investigation guidelines as in the Health and Safety Manual.
- 2.2 Personnel involved in the incident/injury/first aid shall provide for the investigation process by documenting hazards/injury/near miss at the scene. Participation is required in any investigation conducted.
- 2.3 Supervisors shall conduct an initial investigation and ensure required Greenview and WCB forms are completed.
- 2.4 Serious Injuries and Accidents
 - 2.4.1 Serious Injuries and Accidents must be reported as in 1.4, 1.5, and to OHS Alberta by the Manager, Protective Services or the Safety Officer. The Manager, Protective Services or the Safety Officer shall contact a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.
 - 2.4.2 The Department Manager shall ensure a formal investigation is completed with causes determined and corrective actions in place.
 - 2.4.3 The Supervisor shall ensure the scene is secured at the serious accident/injury or potential serious accident/injury until a formal investigation is under way.
 - 2.4.4 Except as otherwise directed by a OHS Alberta Director of Inspection, an occupational health and safety officer or a peace officer, a person shall not disturb the scene of a serious accident/injury except insofar as is necessary in attending to persons injured or killed, preventing further injuries, and protecting property that is endangered as a result of the accident.
 - 2.4.5 Where an OHS officer requests to inspect the work site, all Greenview personnel shall comply and provide requested information. Requested investigation or incident reports shall be provided by the Manager, Protective Services or the Safety Officer to an OHS officer or a Director of Inspection.
 - 2.4.6 Where an OHS officer requests to investigate the work site, all Greenview personnel shall comply with a written Order or Warrant for requested information. Requested investigation or incident reports shall be provided by the Manager, Protective Services or the Safety Officer to an OHS officer or a Director of Inspection.

2.8. OHS – Occupational Health and Safety

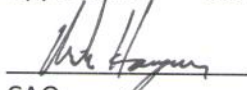
3. Responsibilities

- 1.1 The following steps shall be implemented by personnel at the site or scene:
 - 1.1.1 Protect any people or property from further harm,
 - 1.1.2 Protect the scene from being disturbed and;
 - 1.1.3 Render First Aid immediately if necessary;
 - 1.1.4 Call 911 if necessary and;
 - 1.1.5 Notify Supervisor immediately.
 - 1.1.6 Document all factors, times, witness, etc.
- 1.2 The CAO and Supervisors shall ensure their personnel report all personal injuries to the Health and Safety Officer within 24 hours as per WCB requirements.
- 1.3 The Health and Safety Officer shall review that the required forms are completed, submitted to WCB, and send the original WCB documents to Human Resources for filing in employee records.
- 1.4 The Supervisor shall advise the Department Manager, Manager of Protective Services, Manager of Finance, and the Health and Safety Officer of all incidents involving GREENVIEW equipment or other property, in writing, and within 24 hours.
- 1.5 The Health and Safety Officer shall review incident/injury/first aid reports, conduct informal/formal investigations, make recommendations, and provide a report to the Management Group and the Health and Safety Committee. The Health and Safety Officer shall forward original reports to Records for filing. The Manager, Protective Services or the Management Group may require a formal investigation and report conducted by the Health and Safety Officer of any incident/injury/first aid, and where required by Legislation.
- 1.6 Councillors and Board Members shall report all injuries, incidents or damages in writing to the CAO immediately. The CAO shall advise the Manager of Finance, the Manager of Protective Services, and the Health and Safety Officer of all incidents involving Greenview Contractors, equipment, property, or injuries.
- 1.7 Contractors shall advise their Greenview contact, in writing, of all incidents while contracted to work for Greenview. The Greenview contact shall ensure their Contractors report all incident/injury/first aids. The Greenview contact shall provide contractor reports to the Health and Safety Officer.
- 1.8 Volunteer Firefighters shall report all accidents, injuries and damages to their Department Chief. The Fire chief shall report all incidents to the Manager of Protective Services, in writing, within 24 hours. The Manager, Protective Services shall review incident/injury/first aid reports, make recommendations, and provide reports to the Management Group and Fire Department Chief.
- 1.9 The approved incident/injury/first aid form shall be used as provided in the Health and Safety Manual Section 9 or 15. WCB forms may be accessed online or as in the Health and Safety Manual Section 9 or 15.

- 2.4.7 Where an OHS officer requests an incident or investigation report, personnel shall refer the OHS officer to the Manager, Protective Services or the Health and Safety Officer. Personnel shall not admit liability or volunteer any information not requested by the Alberta OHS officer.
- 2.4.8 The Manager, Protective Services and/or the Health and Safety Officer shall be available to, accompany, and comply with requests from the OHS Officer. A report of meetings with an OHS officer shall be forwarded to the Management Group as soon as possible and within 24 hours.
- 2.4.9 The CAO may request legal OHS Counsel to be present and monitor the investigation. Any reports taken by legal OHS Counsel will be privileged.
- 2.4.10 If a serious injury or accident occurs at a work site or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, the Supervisor responsible for that work site shall notify the Manager, Protective Services, and the Safety Officer to carry out a formal investigation into the circumstances surrounding the serious injury or accident, prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or accident, and ensure that a copy of the report is readily available for inspection by an officer for OHS Alberta.
- 2.4.11 The Health and Safety Officer shall forward original reports to Records for filing which will be retained permanently. The Health and Safety Officer shall provide a copy of the report, or any OHS Orders so it is readily available for reference by workers at the work site affected by it.
- 2.4.12 Supervisors shall implement corrective actions and monitor for effectiveness. The Health and Safety Officer may provide additional follow up activities.
- 2.5 Investigation training for shall be provided to Supervisors, Manager, Protective Services, and the Health and Safety Officer at least every 3 years and where competence must be determined.
- 2.6 Health and Safety Policies, Procedures shall be reviewed at least every 3 years. The Health and Safety Officer shall monitor review activities, Department participation, and make recommendations to the Health and Safety Committee and the Management Group for revisions.

4. End of Procedure

Approved: 14.10.005


 CAO