



# Accident/Incident Reporting Policy

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## PURPOSE

- To report, record and investigate all work-related injuries or illnesses, accidents, near miss or dangerous occurrence on the premises, or any other significant incident
- To provide a process for reported incidents/accidents to be risk-assessed and where necessary, investigated to determine root cause
- To provide a process for monitoring of planned corrective actions to prevent or reduce the risk of re-occurrence of reported incidents/accidents
- To activate the initial needs assessments for the treatment and rehabilitation for employees who have suffered from a work-related injury or illness

## SCOPE

- This procedure applies to all RIRRC employees, contractors, vendors, visitors and public
- This procedure applies to work-related incidents, accidents or illnesses and other related health and safety incidents
- This includes incidents or near misses, property loss or damage, theft etc., including all vehicle incidents and accidents which must be reported

## POLICY

- For the purpose of this policy, a brief definition of an accident and a near miss are given below:
  - An **accident** is an unplanned event that causes injury to persons, damage to property or a combination to both.
  - A **near miss** is an unplanned event that does not cause injury or damage, but could do so.
- All accidents, incidents or reported injuries shall be reported to establish a written record of factors causing the event, along with near misses for prompt investigation and to support corrective action to provide statistical information used for analysing all phases of accidents, incidents and events.
- The Incident Reporting System apply to all incidents involving company employees, on-site vendors, contractor employees and visitors (Public) which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage.

## REPORTING PROCEDURE

Front line supervisors or the manager (if the supervisor is not available) shall be notified whenever an accident or incident occurs.

- Immediately seek first aid or medical treatment if required. This includes having 911 called in an extreme emergency situations, otherwise:
  - Immediately report the accident/incident to your supervisor or manager, and
  - Complete a report as to the accident/incident level dictates. Record witnesses present.

## LEVELS OF REPORTING INJURIES

While in the performance of job tasks there is the potential for a minor or major injury to occur. Reporting of accidents involving injuries is essential to ultimately provide for a safe and secure working environment. The following is the procedure for reporting accidents involving injuries.

<p><b>LEVEL 1</b></p> <p>Email: EH&amp;S Manager &amp; Supervisor (brief description of facts)</p>	<p>No visible injury, no medical treatment necessary, employee refused medical treatment beyond first aid and the employee immediately returns to normal duties. Employees are only required to notify their supervisor. No security report or First Report of Injury required.</p>
<p><b>LEVEL II</b></p> <p>Fast field to EH&amp;S Manager, Supervisor, &amp; Human Resources (HR)</p>	<p>Minor injury sustained in the normal course of a job task. If the injury can be treated through the application of first aid only and the employee immediately returns to normal duties. Employees are required to notify their supervisor. No security report or <i>First Report of Injury</i> required. The supervisor will complete a Fast Field accident report.</p>
<p><b>LEVEL III</b></p> <p>Fast field to EH&amp;S Manager, Supervisor, &amp; Human Resources (HR)</p> <p>*LEVEL III Meeting between the Executive Director, EH&amp;S Manager &amp; the Operations Manager</p>	<p>Serious injury or illness which requires care beyond the application of first aid to include: fatalities, fractures, amputation, joint dislocation, loss of sight, penetrating eye injuries or burns, loss of consciousness through asphyxia, inhalation or ingestion through the skin or exposure to harmful substances, injuries resulting from an electric shock or burn, hyperthermia or heat induced injuries, cracked teeth, punctured eardrums, needle sticks and any other injury or acute illness requiring admittance to the hospital or requires resuscitation. Employees are required to notify their supervisor immediately. A security report and <i>First Report of Injury</i> will be completed.</p>
<p><b>NOTE:</b></p>	<p>In the event a Level 1 or Level 2 rises to the level of admittance to the emergency room or hospital, then reporting Level 3 is initiated.</p>
<p><b>In Rare Circumstances:</b></p>	<p>If the supervisor or manager is not available the on-duty security officer will assist in taking down the information (via e-mail &amp; photographs) which will then be given to the site supervisor for completion of a formal report.</p>

## RESPONSIBILITIES

### MANAGEMENT

- Provide all necessary medical care for the injured worker/person
- Conduct accident prevention and investigation training for supervisors
- Ensure all accidents and injuries are investigated in a timely fashion, immediately if serious
- Ensure immediate and long-term corrective actions are taken to prevent reoccurrence
- Maintain Accident Reports permanently on file

### EMPLOYEES

- Report all work injuries and illnesses immediately to your supervisor promptly when safe to do so. Remember to include: who, what, where, when, why, and how.
- Report all Unsafe Acts, Unsafe Conditions, or Near Misses to their supervisor.
- Assist as requested in all accident investigations

## REPORT REVIEW, ROUTING, AND DISSEMINATION

APPROVAL AND REVIEW	DETAILS
LEVEL I	E-mail to EH&S Manager & Supervisor - viewed for preventative measures
LEVEL II	E-mail to EH&S Manager, Supervisor & Human Resources (HR) Reviewed & Tracked for preventative measures and Training
LEVEL III	E-mail to EH&S Manager, Supervisor & Human Resources (HR) Reviewed & Tracked for preventative measures and Training
SAFETY COMMITTEE	Shall review and forward for preventative measures and re-training by the EH&S Manager

DETENTION OF FILES	DETAILS
LEVEL II & LEVEL III REPORTS	Shall be reviewed by both the supervisor(s) and EH&S Manager. Upon review, the EH&S Manager will enter such information into the RIRRC Incident Data Base. For the purpose of 1. Documenting for the OSHA 300 & 300A & 301 or its equivalent. 2. To provide statistical information used for analyzing all phases of accidents, incidents and events. 3. To identify areas needed for re-training.