

SAFE WORK PRACTICE



TITLE	REPORTING SERIOUS INCIDENTS
GENERAL	Worksite/facility/infield
APPLICATION	All personnel
PROTECTIVE MECHANISMS	Safety equipment (fire extinguisher, first aid/eyewash, spill kit, etc.) PPE depending on situation and task.
LEVELS OF EMERGENCY	<p>LEVEL-1—NO DANGER (Green)</p> <ul style="list-style-type: none"> No danger exists outside of company or contractor property and the situation can be handled entirely by worksite or facility personnel. <p>LEVEL-2—NO IMMEDIATE DANGER (Orange)</p> <ul style="list-style-type: none"> No immediate danger exists outside of company/contractor property, but the potential exists for the situation to extend beyond this. Local support services such as fire, police, ambulance, or other emergency services groups may be alerted and kept informed and updated of the situation. <i>For example: hazardous materials spills of recordable quantities if immediate hazards exist—for example a semi-truck gas tank rupture that leaked 600+L gas or an incident that requires outside assistance.</i> <p>LEVEL-3—SAFE OPERATING CONTROL LOST (Red)</p> <ul style="list-style-type: none"> Incidents where safe operating control has been lost, resulting in, or potentially resulting in serious injuries or fatalities (workers/contractors/public); serious damage to the environment or communities in surrounding areas; critical media coverage/poor public relations. Note that any situation involving a fatality or serious injury (even if safe operating control was not lost or was re-established), must still be considered a Level-3 incident. <i>Examples include:</i> <ul style="list-style-type: none"> Gas or utility line hit. Large spill of a controlled product into fresh water. Large fire at a facility, building, or worksite. Serious injury or death of a worker or non-employee involved in company operations. Some form of uncontrolled gas release.
RESPONSIBILITY IN THE EVENT OF A SERIOUS INJURY OR FATALITY	<ul style="list-style-type: none"> Person(s) involved or who notices the danger must immediately locate an emergency alerting device (alarm, airhorn, etc.) and blast to alert other personnel that an emergency is developing. The alarms must continue until all personnel are evacuated or until emergency services personnel arrive. <u>Governmental Agencies</u>: Safety Personnel or designated personnel advise governmental agencies if incident is reportable (ex: reportable spill quantity, WorkSafe Manitoba, OH&S). <u>Worksite Security</u>: Cordon off the area to ensure no enters the area. The most senior personnel on site shall ensure nothing is moved or changed at the scene until investigators (police, coroner’s office, WorkSafe Manitoba) have completed their investigations and the area has been cleared to resume normal operations. <u>Family Notifications</u>: family must be notified by the appropriate authority (ex: police) at the earliest possible time. Under no circumstances shall names be released before the next-of-kin is notified. DO NOT discuss incidents over mobile phones, the open side of channel may be monitored. <u>OFA</u>: Assess casualty, administer first aid. Complete a First Aid Report.



<p>EMERGENCY SITUATION</p>	<ul style="list-style-type: none"> • <u>Sound the alarm</u>/initiate an evacuation order, or yell “man-down”. • <u>Notify</u> the person in charge (supervisor, manager, team lead) of the emergency. • <u>Notify</u> appropriate emergency services (911, ambulance, fire, etc.). • <u>Evacuate to muster point</u>: all personnel to assemble at the designated muster point and remain there until emergency services personnel declare the area/building safe. The person in charge of the head count shall bring sign-in sheets/personnel log to the muster point for a head count. Notify appropriate authorities if any personnel are missing. • <u>First Aid Personnel</u>: Remain with casualty until first aid personnel arrive. Ensure the casualty is cared for—however do not disturb the casualty if you do not understand their signs and symptoms.
<p>EVACUATION</p>	<ul style="list-style-type: none"> • <u>Remain calm</u>: turn off equipment, machines, tools if safe to do so. Do not run (this tends to induce panic in others), walk calmly to safety. Remain quiet to everyone can hear instructions. Check door handles for heat before opening doors and check for smoke under the door—take an alternate route if needed. Do not turn off lights or use cell phones—they can be a potential ignition source. Avoid making large, slow-moving groups or gathering at exit doors. Proceed directly to the muster point.
<p>SERIOUSLY INJURED PERSONNEL</p>	<ul style="list-style-type: none"> • If safe to do so or the casualty is in an Immediately Dangerous to Life and Health (IDLH) situation, remove from danger and tend to them. Otherwise wait for the first aid attendant or emergency services personnel. Take all possible safety precautions including the use of protective equipment as required. • Take photos of the scene, document witness names/contact numbers. • Complete an incident report or gather information required for the incident report.
<p>MAJOR SPILL</p>	<ul style="list-style-type: none"> • <u>Immediately warn everyone</u>, control all potential sources of ignition, and ventilate the area. • <u>If you DO NOT KNOW what the spilled substance is</u>, evacuate the area and notify your supervisor. Act quickly if you have contacted or have been exposed to hazardous chemicals. Advise everyone who has had contact with you that you may have been exposed to a toxic substance. Follow decontamination instructions from 911 or responding personnel and seek medical treatment. Place exposed clothing and shoes in tightly sealed containers. • <u>If you ALREADY KNOW what the spilled substance is</u>, verify the compatibility of spill cleanup materials with the liquid. Shut in and stop the source as quickly as possible (ex: repair leak, turn off source, plug/patch source, etc.). Contain the spill to as small an area as possible and determine if ventilation is required or other containment (dike/berm) must be erected. Immediately place socks from spill kit around the spill to contain the liquid from spreading. Wear all required PPE based on the characteristics of the spill product (refer to SDS). • Cordon off spill area to prevent others from entering and slipping on the liquid or spilled substance. Recover as much of the fluid as possible by using sorbent pads, pillows, or sorbent particulate to reduce vapours and soak up the liquid. • Take photos of the scene, document witness names/contact numbers. • Complete a spill report.
<p>VEHICLE ACCIDENT</p>	<ul style="list-style-type: none"> • Ensure you are okay. Call 911 and describe any injuries you sustained to emergency services personnel. • If there was accidental contact with a power pole or other electrical equipment—DO NOT GET OUT OF THE VEHICLE. Call 911 and wait for utility crews to respond and de-energize the power.



- If able, assess passengers in other vehicle, that they are accounted for and responsive. **If any person is ejected from a vehicle, is unresponsive or seriously injured, call 911 immediately.**
- Give your location, number of vehicles/persons involved, and describe the injuries. Follow instructions given by emergency services personnel.
- Call your designated contact (supervisor, manager, safety representative).
- Assess your vehicle's condition to determine if it is safe to occupy and if it can be safely moved out of the way.
 - If the vehicle can be moved without creating further hazard, move it to a safe location adjacent to the accident site.
 - If the vehicle cannot be moved—wait for assistance.
- If safe to do so, casualties should remain in the vehicle with seat belts fastened for everyone's safety until help arrives. If it is unsafe to remain in the vehicle, persons should cautiously exit and move to a safe location away from traffic but adjacent to the accident site.
- Turn on hazard lights, put on your safety vest and set out warning devices if it is possible to do so without endangering yourself or others.
- Do not smoke or place lit flares within 25' of damaged vehicles or near vehicles where fluids have leaked from them.
- Take photos of the scene and damage of all vehicles and equipment, skid marks, and overall accident site (this is an important step to ensure a clear picture of the incident is formed).
- Begin an incident report or gather information for the incident report.
 - Exchange information and document at a safe location including name, address, phone/contact information, insurance company, policy number, driver's license number, plate numbers of all vehicles, others involved, witnesses, etc.
 - If the name is different from the registered owner, establish what the relationship is and take down the name and address of everyone.
 - Document the description of each vehicle including year, make, model, and color.
 - Include the exact location of the collision and how it happened.
 - Make a note of any vehicles that have a dash-cam.