



**Chapter 11:
Injury Reporting & Emergency
Procedures**

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Purpose

The purpose of this chapter is to provide a uniform plan in response to incidents/injuries that have occurred.

Objectives

The objectives are to:

- Provide employees with response knowledge so they can correctly respond to incidents and emergencies.
- To provide emergency notification numbers for use during emergency.
- To ensure emergencies are reported to all required agencies and management personnel.

11.1 Policy on Injury Reporting

Purpose:

To report injuries and incidents to the appropriate personnel and regulatory bodies in a timely manner to ensure appropriate follow -up action can be completed.

Policy:

The following types of injuries/incidents shall be reported:

1. Injuries requiring first aid or medical aid.
2. Injuries resulting in modified work duties.
3. Injuries resulting in lost work time.
4. Incidents that cause property damage or interrupt operation.
5. All incidents that, by regulation, must be reported to OH&S, WCB or any other regulatory agency.
6. All potential-loss incidents

Responsibilities:

1. All employees shall report incidents (immediately all injuries) to their supervisor and/or the Safety Department and to the appropriate authorities immediately.
2. All required employee WCB and modified work reports shall be submitted to the Safety Department within 24 hours to forward to WCB.
3. The Safety Department shall complete the WCB “Employer’s Report” and submit this report to WCB within 72 hours of the injury occurrence.

Bill Turner – President / General Manager
December 1, 2010

11.2 Injury Category and Definitions

All Work Related Injuries Are Required To Be Reported.

Potential (Near Miss): Occurs when an incident was narrowly avoided. It may have resulted in no consequences, or only minor consequences, but the potential for severe consequences was great. Close call

First Aid Injury: A work related injury that does not typically 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 wound (uncomplicated), removal of foreign bodies from eye via irrigation or cotton swabs, treatment of 1st degree burns, diagnostic test (e.g. x-ray), issuance of 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, and massage (except when prescribed by a health care professional).

Medical Aid Injury: A work related injury which requires medical attention 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 (complicated), removal of foreign bodies from eye (except irrigation and cotton swab), treatment of infection, treatment of 2nd/3rd degree burn, positive x-ray diagnosis, issuance of a rigid means of support, vaccine (except tetanus), cutting away dead skin, admission to hospital, and requirement for a follow up visit.

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

Lost Time Injury: A work related injury resulting in a fatality or a lost work day beyond the day of the incident.

11.3 What You Need To Do If You Are Injured:

- 1) **Advise your Foreman/Supervisor of any incident or injury -**
Except in emergencies, be sure to contact your Foreman/Supervisor before seeking medical attention
- 2) **With assistance from your Foreman/supervisor complete your *Worker's Report of Injury Form (WCB form)*.**
Your Foreman/Supervisor will forward the form to the office.
- 3) **Provide your attending physician with the *Physician's modified Work Information Form (PMWIF)*.**
Make sure you first complete and SIGN Part A: Disclosure Authorization.
- 4) **Ask the doctor to complete the above form while you wait.**
- 5) **Get a copy of the completed PMWIF from your doctor and return it to your Foreman / Supervisor immediately.**
In cases where you are unable to return to work, contact your Foreman/Supervisor by telephone immediately.
- 6) **Plan to return to work at the beginning of your next regular shift.**
the doctor will tell you if you can return to your regular duties or if you will be placed on modified duties.
- 7) **If you are cleared to return to Modified Work, you will most likely be assigned to an Interim Work Placement.**
This placement is sedentary, self paced work-usually in the form of safety training.
- 8) **If you are hospitalized or otherwise completely unable to work, the nurse will regularly contact you to monitor your progress.**
It is your responsibility to provide the nurse and the company with a telephone number you can be reached at. Unless otherwise notified, you should be available at the above number between the hours 9am and 11am each day while you are not at work.
- 9) **An occupational nurse will monitor your progress while you are on any form of Modified Work.**

Advise the occupational nurse of any medical apt., tests, or treatments. The nurse will be in regular contact with your doctor so that she can plan for changes to your modified Work schedule and your return to your regular work.

- 10) Advise the nurse, the HSE Department and your Foreman/Supervisor as soon as your doctor tells you that you are fit to return to your regular duties. Please ensure you receive this in writing from your physician.**

****Please Note:**

A WCTL nurse will contact the injured employee within 24-48 hours. All employees are expected to maintain contact and return messages in a timely manner.

11.4 Reportable Incidents

In the event of an injury or incident described below, Occupational Health and Safety as well as Alberta Employment and Immigration must be contacted. The appropriate Management personnel will be the only designated personnel to contact the regulatory boards.

1. An injury that results in death.
2. An injury or incident that results in a worker's being admitted to a hospital for more than 2 days.
3. An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury.
4. The collapse or upset of a crane, derrick or hoist.
5. The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Contact:

Occupational Health and Safety: 1-866-415-8690 Toll Free

Alberta Employment and Immigration: 310-0000 Toll Free or from a cellular telephone enter #310 (for Telus/Bell) or *310 (for Rogers Wireless).

11.5 Procedure to Follow in the Event of a Fatality or Serious Injury

Call an Ambulance: 911. Provide location and all requested details.

Detail: One employee to direct ambulance once it arrives. RCMP and related authorities will respond to 911 call.

1. Provide first aid until ambulance arrives.
2. Keep all non-essential employees away from area.
Notify senior management and the HSE Department:

President / General Manager (Bill Turner)

Office: 780-532-1790
Cell: 780-512-6900

Colas

Corporate Safety Manager Troy Babiy T: 780-419-6460 | C: 780-916-4672
HSE Manager (Kent Santo)

Office: 780-532-1790
Cell: 780-832-8673

3. Notify Occupational Health & Safety at 1-866-415-8690, providing details of incident, employee and employer.
4. Notify Alberta Employment and Immigration at 310-0000.

****Note**:**

The scene of serious or fatal injuries are to be left undisturbed, except for the treatment and/or removal of the injured, preventing further injuries, and protecting property that is endangered as a result of the incident. Do not contact the next-of-kin. Wapiti Gravel Suppliers will arrange for the authorities to do this.

11.6 Procedure to Follow in the Event of a Gas Line Rupture

1. Do not attempt to move the equipment which has caused the damage. Switch off the motor immediately to prevent escaping gas being drawn into the motor.
2. Leave the affected area.
3. Do not start any motors in the area including car engines or other equipment--these may produce a spark.
4. Do not use the mobile radios, mobile telephones, mobile telephones in vehicles parked in the area--these may also produce a spark.
5. Contact Emergency services; 911 if there are any injuries or fire
6. Contact the utility corporation concerned
Atco Gas (24 hours): 1-800-511-3447
7. **Contact Wapiti Gravel Suppliers Appropriate Personnel**

President / General Manager (Bill Turner)

Office: 780-532-1790
Cell: 780-512-6900

HSE Manager

Office: 780-532-1790
Direct: 780-830-2131
Cell: 780-832-8673

******Remember: Dial Before You Dig: AB ONE CALL 1-800-242-3447******

11.7 7 Steps to Electrical Safety and Line Contact Emergency Procedure

1. **10 Metres to Safety:** Stay back at least 10 metres or 33 feet from any downed power line, exposed underground cable, or where there is contact with an overhead power line. Depending on voltage, this distance may increase up to 32 metres or 105 feet.
If it becomes necessary to leave the machine, do not touch any part of the machine with your hands--jump clear--as far as possible and land with both feet together.
2. **Where's the Line:** Workers who operate machinery or equipment that could come in contact with overhead or underground power lines need to look up and check for overhead power lines, or obtain underground locates (see 6) before beginning work.
3. **Know Your Limits:** When operating machinery or equipment in close proximity to power lines, always maintain the limits of approach: from 3 - 7 metres or 10-23 feet depending on the voltage.
For proper safe working distances contact Alberta Workplace Health and Safety at 1-866-415-8690.
In keeping with the Alberta OH&S Code, if equipment COULD come closer than the minimum distances, you must contact ATCO Electric before beginning work.
4. **Don't Hang Around Operating Equipment:** Stay at least 10 metres or 33 feet away from equipment operating near power lines because if it contacts an energized line, the electricity will go to the ground.
The operator should be on the vehicle with everyone else clear of the vehicle when a boom is in motion. If you must approach, ensure the equipment is not operating.
5. **Shuffle or Hop, Don't Step:** If the machinery you are operating contacts an energized line, move it away from the line to break contact. If this can't be done, remain on the machine.
If there is an uncontrollable fire, jump off the machine keeping your feet together.
Never contact the machine and the ground at the same time.
Once clear of the machine, shuffle away, never allowing the heel of one

- foot to move beyond the toe of the other, or, hop with both feet together to a minimum distance of 10 metres or 33 feet.
6. **Call Before You Dig:** The Alberta OH&S Code states that whenever digging or drilling is to occur, you must determine the location of all underground services.
Call Alberta One Call before you dig at 1-800-242-3447.
If a cable is accidentally dug up, call ATCO Electric immediately at 1-800-668-5506.
Move the digger bucket clear of the cable and stay out of the trench.
If the machine can't be moved, keep workers 10 metres or 33 feet away and have the operator remain on the vehicle.
In the case of fire, follow the "Shuffle or Hop, Don't Step" rule.
7. **Don't Be a Victim:** Always call your local emergency services when someone is injured in an electrical accident.
If they are still in contact with the electrical source and you touch them, you could be seriously injured or killed.
Keep everyone back, a minimum distance of 10 metres or 33 feet and have someone call for help immediately.

AB ONE CALL: 1-800-242-3447

ATCO ELECTRIC: 1-800-668-5506

OCCUPATIONAL HEALTH & SAFETY: 1-866-415-8690

Contact Wapiti Gravel Suppliers Appropriate Personnel:

President / General Manager (Bill Turner)

Office: 780-532-1790

Cell: 780-512-6900

HSE Manager (Kent Santo)

Office: 780-532-1790

Cell: 780-832-8673

Direct: 780-830-2130

******Remember: Dial Before You Dig: AB ONE CALL 1-800-242-3447******

11.8 Emergency Fire Response Procedure

1. When a fire is observed, call **FIRE** as loudly as possible, at least three times.
2. Regardless of the fire size, summon the Fire Department at Emergency number 911.
3. If possible contain it with portable firefighting equipment and extinguishers, however, you are not obligated to fight the fire – it is your choice.
4. The person who summons the Fire Department will call key personnel during silent hours, and also request assistance in the form of manpower and extinguishers from adjacent departments.
5. Employees who are not assigned tasks will report to the "Muster Point" for directions from a Supervisor.
6. If the fire is inside a building and the signal is made to evacuate, all personnel not involved in fire fighting or related duties, will leave the building by the nearest exit and proceed to the muster point.
7. Personnel evacuating are to do so quietly by walking out of the building after having:
 - (a) Closed windows
 - (b) Switched off electrical equipment and lights
 - (c) Closed doors
8. After a building has been evacuated, personnel are not to return for any reason.
9. Appointed Person will meet Fire Department at nearest road access and direct them to the fire. Advise Crew Captain of electrical, boiler, gas or mechanical equipment locations. Draw his attention to the location of dangerous chemicals, gases (propane tanks, oxy-acetylene), flammables (fuel, gasoline), tanks, pressured equipment and lines.

The Supervisor or his delegate will conduct a "Roll Call" check off to ensure that all the workers on duty at the time of the fire are accounted for; the Supervisor will then assign new duties to personnel as required.

10. Shut down machinery as required. Cut off gas and fuel supplier if necessary.

Atco Gas 1-800-511-3447

Maintain liaison with utility company staff.

11. Cut off main electrical power supply if necessary.

Atco Electric 1-800-668-5506

Maintain liaison with electrical system staff.

12. Protect equipment, machinery, boilers and lines from elements.
13. Secure scene of fire and company property from further damage or loss by unauthorized access of outsiders and curious onlookers.
14. A post-fire loss inventory is to be taken by an internal auditor, and the department Supervisor.