

SAFE WORK PRACTICES

INCIDENT/ACCIDENT REPORTING *Page 1 of 2*

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

GENERAL: It is your responsibility to report all injuries, no matter how minor they may seem, so that you will be protected in the event of future complications.

1. In all cases of injury, standard first aid procedures must be followed immediately.
2. If the incident resulted in, or had the potential for, serious injury or property damage, an accident/near miss investigation must be undertaken.
3. In cases involving a medical aid injury, lost time injury, or large loss, a WCB "Worker's Report of Injury" must be completed.
4. Where the injured person must be transported to a medical facility, use ambulance service where possible.
5. If the incident involved a motor vehicle accident, the appropriate accident forms must be completed.

First Aid Injury: Is an injury which occurs on site, but does not require treatment by medical personnel and does not result in lost time.

In the case of a first aid injury:

- a. Record in the first aid book any supplies used (even if it's just a band aid) and why they were used.
- b. Report the injury to your supervisor.

Medical Aid Injury: Is an injury which occurs on site and requires treatment by medical personnel, but results in no lost time beyond the day of the incident.

In the case of a medical aid injury:

- a. Seek the required medical attention immediately.
- b. Have another person transport you to a medical facility – **an injured worker is not permitted to transport himself to medical aid**, no matter how minor the injury may appear to be.

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- c. If you have not done so previously, report the circumstances of the injury to your supervisor and complete the appropriate incident report form.
- d. Record in the first aid book any supplies used and why they were used.

Lost Time Injury: Is an injury which occurs on site, is treated by medical personnel and involves lost time beyond the day of the incident.

In the case of a lost time injury:

- a. Follow steps "a" through "c" as outlined in "Medical Aid Injuries".
- b. Have someone record in the first aid book any supplies used.
- c. Notify your supervisor of your limitations due to the injury and discuss how the company can accommodate your return to work with modified duties.

Dangerous Occurrence: OH&S legislation requires that "dangerous occurrences" be investigated and reported to OH&S. A "dangerous occurrence" is defined as: "any occurrence that does not result in, but could have resulted in, a condition or circumstance (that causes or may cause the death of a worker; or will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more), and includes:

- a) the structural failure or collapse of: (i) a structure, scaffold, temporary falsework or concrete formwork; or (ii) all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
- b) the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
- c) an accidental contact with an energized electrical conductor;
- d) the bursting of a grinding wheel;
- e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- f) a premature detonation or accidental detonation of explosives;
- g) the failure of an elevated or suspended platform; and
- h) the failure of an atmosphere-supplying respirator."