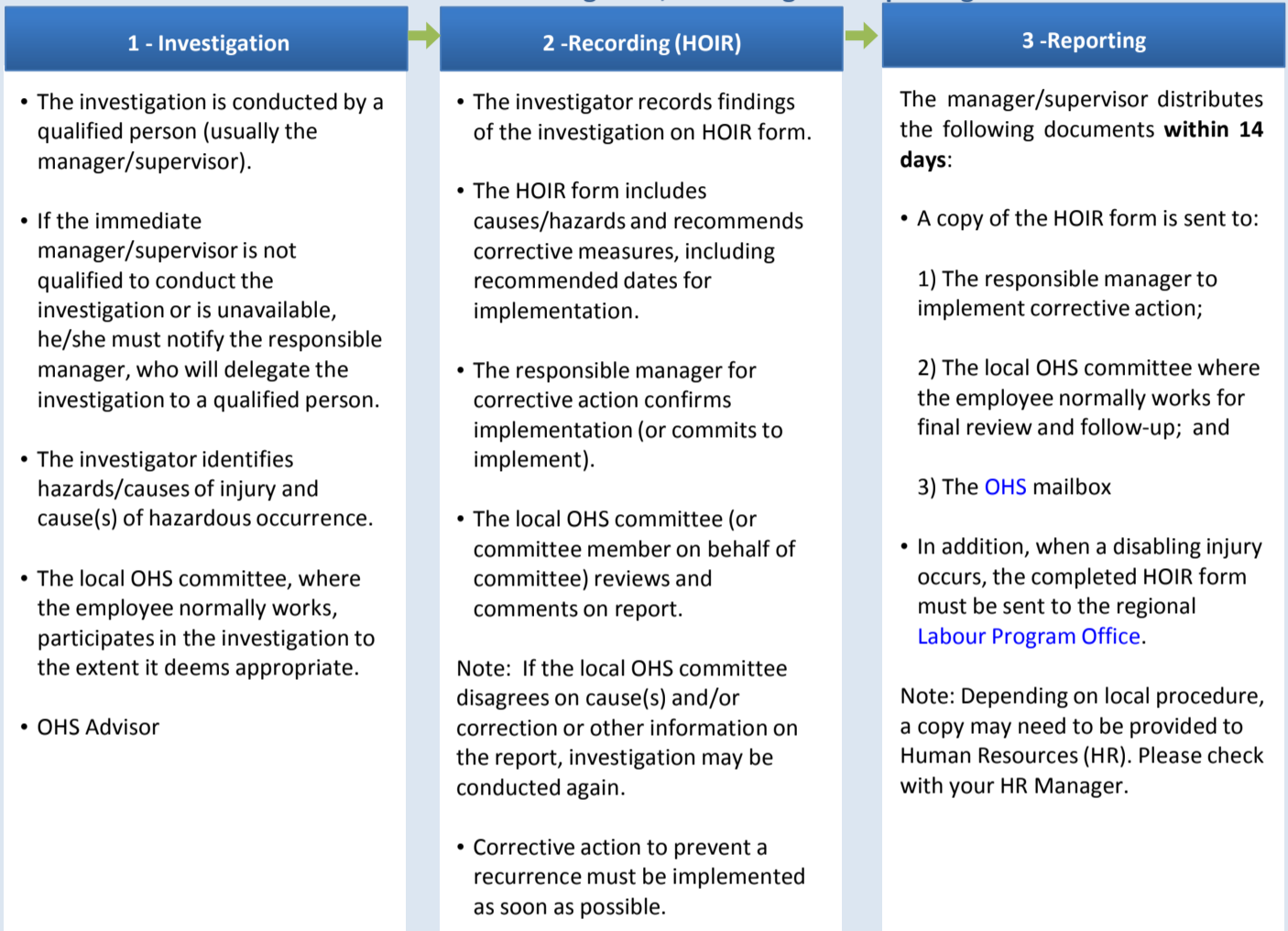


# Hazardous Occurrence Reporting Flow Chart and Form Distribution

Based on Parks Canada Hazardous Occurrence Investigation, Recording and Reporting Policy and Procedures



## Manager/supervisor notifies Local Occupational Health and Safety (OHS) committee and initiates the Hazardous Occurrence Investigation, Recording and Reporting Process



**Local OHS Committee**

- Follows-up and monitors to ensure corrective actions are implemented
- Maintains records

For all questions related to this process, please contact your **OHS Advisor**.

**Serious incident**

**Professional medical treatment rendered and/or work time lost**

**Serious Incident Process**

**Compensation Process**

**Respond – Initial Activities**

**A) Immediate Action**

- Make sure that you, and other workers/visitors, are safe
- Take charge. Stay calm. Reassure other employee.
- Call for emergency help (911, Banff dispatch, Fire department, ambulance...)
- Establish crowd control. Remove non-essential staff from danger area immediately
- Ensure first-aid or medical aid is provided
- Call HR and the PCX to have the employee’s emergency contact person informed of the situation

**B) Secure the scene** (until the investigation is complete)

In the case of a **serious occurrence or fatality**, the manager/supervisor must ensure that the scene of the incident is not disturbed unless a Health and Safety Officer (Labour Program) gives authorization, or disturbance must be limited to the extent necessary to:

- ✓ Save a life, prevent injury, or relieve human suffering in the vicinity;
- ✓ Maintain an essential public service; or
- ✓ Prevent unnecessary damage to or loss of property.
- If possible, ask emergency crews to leave material where they find it
- If the exact physical situation cannot be maintained, prepare a sketch  
Take photos as soon as you can.
- Identify evidence you can look at.
- Locate and list witnesses you can talk to (names, addresses, phone #)

**Inform Senior Management**

The manager/supervisor must ensure the reporting process laid out in the Parks Canada Management Directive 2.6.2 – Recording and Reporting of Serious Incidents is initiated. This process ensures that senior management is aware of all significant incidents involving an individual and/or Parks Canada assets, services and resources.

**Report to the Labour Program (Toll Free 1-800-641-4049)**

The manager/supervisor must report **by phone to the Labour Program (ESDC) as soon as possible but not later than 24 hours** after learning that a hazardous occurrence has resulted in:

- (a) The death of an employee;
- (b) A disabling injury to two or more employees;
- (c) The loss by an employee of a body member or part thereof or in the complete loss of the usefulness of the body member;
- (d) The permanent impairment of a body function of an employee;
- (e) An explosion;
- (f) Damage to a boiler or pressure vessel that results in fire or the rupture of the boiler or pressure vessel\*; or
- (g) Any damage to an elevating device that renders it unserviceable, or a free fall of an elevating device\*.

*\*Note: Hazardous occurrences referred to in (f) and (g) require a record in writing, submitted to ESDC within 72 hours under section 15.6 of the Canada OHS Regulation.*

**Contact your OHS Advisor without delay.**

The compensation claim is initiated by one of the following methods:

• **Doctor’s Report of Injury**

The medical practitioner who assesses the employee completes and submits a WCB form when employee reports a work related illness or injury.

• **Employer’s Report of Injury**

**Within 72 hours** of being made aware of the incident, the manager/supervisor completes the WCB employer form for the **province/territory\*\*** in which the injured person is normally employed and forwards it to the **generic field unit HR email address** to finalize. The HRM:

- ✓ verifies the information and completes the wage section with **salary estimates** if work time has been missed
- ✓ submits the completed form, as well as all supporting documentation, to the Labour Program (ESDC) **directly** via the generic field unit HR email address using one of the following methods:

- **Secure Email** (myKey encryption):
- Mail at:  
Federal Worker’s Compensation Service  
Claims Operations Unit  
165 Hôtel-de-Ville street  
Phase II, 9<sup>th</sup> floor (L911)  
Gatineau QC K1A 0J2
- Secure fax: 819-934-6590
- Canada Post: Electronic Post (epost) only

If there is time lost:

- ✓ submits a copy of the completed employer form with a **PAR (Pay Action Request) to the Pay Center** for accurate wage information
- ✓ resubmits an **amended version** of the employer form **with wage details confirmed** by the Pay Center **to the Labour Program**.

The HRM must send a copy of each document to the employee and keep a copy for the employee’s file.

• **Worker’s Report of Injury**

Employee completes the form and sends it directly to the provincial worker’s compensation commission.

**\*\* Note: Employees working in the Yukon, Northwest Territories and Nunavut must report using the Worker’s Compensation Board (WCB) of Alberta forms.**

For all questions related to this process, please contact your **OHS Advisor**.