# Hazardous Occurrence Reporting Flow Chart and Form Distribution

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

When a hazardous occurrence takes place, the employee reports the accident/incident to his/her manager/supervisor

Is this a serious incident? (Fatality, disabling injury, explosion, etc.)

If so, see revers

Is professional medical treatment rendered and/or work time lost?

If so, see reverse ""



# 1 - Investigation

- The investigation is conducted by a qualified person (usually the manager/supervisor).
- If the immediate manager/supervisor is not qualified to conduct the investigation or is unavailable, he/she must notify the responsible manager, who will delegate the investigation to a qualified person.
- The investigator identifies hazards/causes of injury and cause(s) of hazardous occurrence.
- The local OHS committee, where the employee normally works, participates in the investigation to the extent it deems appropriate.
- OHS Advisor

#### 2 -Recording (HOIR)

- The investigator records findings of the investigation on HOIR form.
- The HOIR form includes causes/hazards and recommends corrective measures, including recommended dates for implementation.
- The responsible manager for corrective action confirms implementation (or commits to implement).
- The local OHS committee (or committee member on behalf of committee) reviews and comments on report.

Note: If the local OHS committee disagrees on cause(s) and/or correction or other information on the report, investigation may be conducted again.

 Corrective action to prevent a recurrence must be implemented as soon as possible.

#### 3 -Reporting

The manager/supervisor distributes the following documents within 14 days:

- A copy of the HOIR form is sent to:
  - 1) The responsible manager to implement corrective action;
  - 2) The local OHS committee where the employee normally works for final review and follow-up; and
  - 3) The OHS mailbox
- In addition, when a disabling injury occurs, the completed HOIR form must be sent to the regional Labour Program Office.

Note: Depending on local procedure, a copy may need to be provided to Human Resources (HR). Please check with your HR Manager.

# **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**

## **Serious Incident 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.

Professional medical treatment rendered and/or work time lost

## **Compensation Process**

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.