



## **ACCIDENT / INCIDENT REPORTING SYSTEM**

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*Accident Incident Reporting System will ensure that all near misses, accidents, incidents, injuries, work refusals, harassment & violence, and the onset of illness or sickness during the working shift of an employee and circumstances that have the potential for the development of occupational diseases will be:*

- a) Reported, immediately to management
- b) Recorded; and
- c) Investigate each instance as soon as possible, by the Management responsible for day-to-day operations, Safety Coordinator and / or the Joint Work Site Health & Safety Committee, according to the regulations of the Occupational Health and Safety, or the regulations of the federal or provincial health and safety authority having jurisdiction and according to this policy and procedures herein.

All employees at Swab Master Ltd shop, office and/or work sites are to report and record immediately to the Office.

To investigate – Management, Safety Coordinator and Joint Work Site Health & Safety Committee members or Representative who have formal training in Accident Investigations are responsible for investigations of accidents / incidents.

All Rig Supervisors are now required to complete INVESTIGATIONS TRAINING.

### **DEFINITIONS:**

**Accident** – an unwanted, unplanned event, involving the motion of people, objects, or substances, and which results in:

- a) injury, damage, or both,
- b) an incident without injury or damage, but with a potential for serious injury, damage or both, or
- c) as defined under the Occupational Health and Safety regulations or other applicable regulatory authority having jurisdiction.

**Near Miss** – An incident is defined as an accident free from injury or damage, but with a potential for serious injury, damage, or similar serious adverse consequences.

**Injury** – Harm or hurt to the physical or mental well being or health of an employee because of an accident arising out of, and during, employment at the company.

**Work Refusal** - A worker has the Right to Refuse Work, if the worker believes that a specific task requested of them is unsafe or hazardous to them or to others, under the Occupational Health & Safety Act (section 43. (3)).

**Illness and Disease** – Industrial disease (illness) means any disease mentioned in the workers compensation board schedules and any other disease which the board by regulation or otherwise may designate or recognize as an industrial disease, and “disease” includes disablement resulting from exposure to contamination.

**Management** – person or persons or a designee responsible for the day-to-day operations of the company.



## GENERAL REPORTING PROCEDURES

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Regardless of the time of day, any employee who is involved in, or witness to, a serious incident/accident, or a situation that has the potential of causing serious injury must immediately report to the supervisor, who must immediately notify the office.

If Swab Master Ltd management believes immediate action is needed to prevent loss of life or property, they must notify Emergency Services Immediately.

### 2. First Aid Reporting for Illness – (Work Related)

- 2.1 The employee shall report to and advise the management prior to leaving the job site for an illness.
- 2.2 The Management or a designee shall investigate to determine whether the illness could possibly be related to the employee's work or environment.

### 3. First Aid Reporting for Injury – Following an Accident

- 3.1 It is necessary to treat even the most minor of injuries to avert possible future complications. A record of such injury and subsequent treatment must be kept on the "First Aid Logbook".
- 3.2 Upon notification of the first aid, the Management or a designee shall document the first aid incident in the company "First Aid Logbook":
- 3.3 **Medical Aid Reporting**  
When the employee needs to seek medical attention, Management shall provide an "Employee WCB Report" form to the injured employee. Management must also conduct an "Incident/Accident Report".
- 3.3.1 In the event the employee decides to later visit a medical doctor because of the injury:
  - a) the employee must notify the Management as soon as possible following the medical visit, and
  - b) The employee must complete the "Employee's WCB Report" form and give the completed form to the Management who will then file one copy of the form in the First Aid records.
  - c) Management shall conduct an "Incident/Accident Report".

## LOST TIME ACCIDENT REPORTING

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- 3.3.2 If this incident becomes a lost time accident, or for any other lost time accidents, the Management will complete the "Employer's WCB Report" within 72 hours.
- 3.3.3 After a lost-time accident has happened the Management must conduct an investigation and report the findings on the "Incident/Accident Report".

**NOTE: All first aid records, incident and accident reports must be kept on file for a minimum of three (3) years from date of incident.**

**A copy of all reports must be given to the prime site licensee**

## INVESTIGATIONS

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### ACCIDENT INVESTIGATION

To define “Accident Investigation” we would say that it is an analysis and account of an accident based on a detailed, systematic search to uncover the factors (who, what, when, where, why and how) of an accident and their relationships to one another to find the cause(s).

The investigation team must take the “Basic Accident and Investigation” course to be qualified to do an investigation. Management, the Safety Coordinator and other employees may be part of this team.

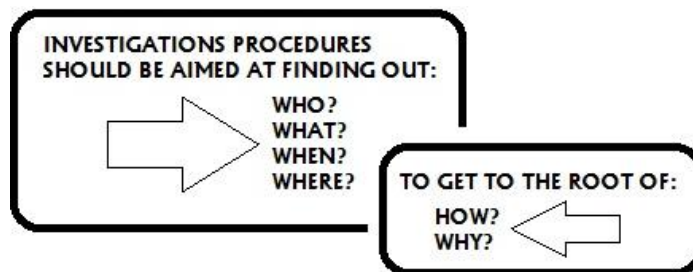
We investigate accidents/incidents to identify as many causes as possible so that corrective actions can be taken to improve the health and safety program and prevent similar occurrences in the future.

### TYPES OF EVENTS TO INVESTIGATE

- Any accident, illness or injury with the potential for loss, including events that happen over an extended period.
- Serious/major events causing injury and (or) damage to equipment or property.
- Minor and near misses which could indicate a condition or practice which, if it continues could cause injury or equipment damage.
- Harassment & violence incidents.

Three basic facts to remember are:

1. Accidents are caused
2. Accidents can be prevented if the causes are eliminated
3. Unless the causes are eliminated, the same accident will happen again.



An accident investigation should focus on the proactive aspect of preventing future accidents/incidents by addressing basic causes rather than reacting to specific actions by individuals.

Accident investigation must be part of the preventive strategy of the organization that is serious about reducing accidents and injuries.

### RESPONSIBILITIES

**Company** – Is responsible for ensuring employees have adequate training in investigative techniques and has all equipment necessary to complete a thorough investigation.

**Managers** – Are responsible to complete and finalize all investigations reports

**Supervisors** – Are responsible for completing thorough and well documented investigations on their site

**Workers** – Are responsible for assisting and providing witness statements when necessary to an investigation.

## PROCEDURE

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While it is reasonable to assume no two events may have the same specifics, procedure or outcome, the following basic procedures may be followed in the event of an accident, injury or illness occurring that would require an investigation.

### INITIAL RESPONSE

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The following steps should be taken to ensure all employees are out of danger and the scene is not deviated from the original state when the event took place.

1. Take control of the scene
  - a) Get everyone's attention
  - b) Never place blame on anyone
  - c) Ensure you have help from someone to keep control
2. Ensure first aid and emergency services
  - a) Assign someone to keep any injured person calm and still until help arrives
  - b) Have someone call the appropriate emergency response team and ensure they are given adequate details of the situation to quickly determine what type of aid to provide.
3. Control secondary accidents
  - a) Ensure no one enters a situation that could lead to another accident or injury
  - b) Assign a designate to keep people away from potentially dangerous areas
4. Identify sources of evidence
  - a) Identify any need to block off or close the area to preserve the scene
5. Preserve the evidence
  - a) Assign someone to stand guard in front of potential hazards so others are not injured, but also to preserve evidence at the scene
  - b) Have the entire area blocked off to preserve evidence
  - c) Gather a camera, notepad, and measuring device to record the original position of evidence
6. Determine loss potential
  - a) Taking action to preserve evidence will assist in determining the loss potential. Could it have been worse?
7. Notify the appropriate managers
  - a) Contact the General Manager first and the Safety Coordinator
  - b) If they are unavailable contact the Operations Manager or the Finance & Administration Manager
  - c) Contact the client's representative if they are not already on site. The Prime Contractor should be notified.

### COLLECT THE EVIDENCE

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1. **Position Evidence:** Where were the materials, equipment, and personnel before and after the accident? Note any removal or disturbance of the evidence.
2. **People Evidence:** List responses on paper (record audio if the witness is ok with that). Note behaviours of the witnesses. Write down the time frame and location any interviews took place. Reassure the person of the investigations purpose, listen to the response and don't interrupt. Always ask for a suggestion to prevent the accident from happening again.
3. **Parts Evidence:** Note any tools around the scene. Types of equipment used when the accident occurred. Any materials involved.
4. **Paper Evidence:** Documentation is a very important initial step in the investigation process. Ensure the witness statements are thorough and complete. Look at training records, maintenance logs, inspections, schedules, and any documented procedures or policies.

**ANALYSIS AND CORRECTION**

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When you have collected all the evidence that is pertinent to an investigation, it should be put together in a cohesive report with other investigators notes, witness statements and the final report that determines root cause.

Identify the need for development of remedial actions. Temporary actions can be put into place to prevent the event from happening again while permanent solutions are developed.

Review the situation from the following aspects to determine root cause:

1. **The Task:** was the job procedure being followed? Was the employee properly trained? Etc.
2. **Materials / Equipment / Tools:** was it equipment failure? Were safety guards removed? Etc.
3. **Environment:** Was housekeeping a factor? Were weather conditions an issue? Etc.
4. **Personal:** Was the worker under excess stress? Were drugs or alcohol a contributing factor? Etc.
5. **Organization:** Was there sufficient supervision for the employee? Have there been similar events? Etc.
6. **Ergonomic:** Is the workstation fitted properly for use? Etc.

The final investigation report can only be completed by a manager. When root cause has been determined, the manager will sign off on the completed report and complete an Opportunity Report to ensure any deficiency is corrected. The opportunity report will be attached to the incident report and investigation report and followed through by the Safety Coordinator. All measures will be taken to ensure the work refusal, near miss, accident, incident or illness will not happen again.

**INVESTIGATION KITS**

For each level of investigation, a different kit may be necessary. For Basic level investigations for instance, only a notepad, pen and a good ear may be needed. The following kit will be on hand for Serious / Critical Level Investigations.

Camera	2 Tape Measures	Clipboards
Extra Note Pads	Straight Edge Ruler	Extra Pens / Pencils
Incident Reports	Investigation Reports	Witness Statement Forms
Flashlights	Investigation Checklists	Caution Tape
Tent Cards / Markers	Latex Gloves	Copy of the Emergency Response Plan
Communication Devices	Variety of Plastic & Paper Bags	Variety of Sticky Labels
Variety of Felt Markers	Chalk	Florescent Spray
Identification Tags for Personnel		

**LEVELS OF INVESTIGATIONS**

**BASIC LEVEL:** work refusal, near miss, first aid, medical aids – no lost time, minor property damage

**INTERMEDIATE LEVEL:** medical aids, lost time, potential for major loss

**SERIOUS/CRITICAL LEVEL:** serious injuries, fatalities, long term illnesses, structural damage, environmental, catastrophic events