**Safe Work Procedure Reporting Serious Incidents**

| **Department/Area:** | **Approved by:** | **Date Created:** | **Review/Revision Date:** |
| --- | --- | --- | --- |
| insert text here |  |  |  |

| **Potential Hazard** | **Risk level** |
| --- | --- |
| Awkward/sustained postures | Not applicable |
| Forceful exertions | Not applicable |
| Repetitive movements | Not applicable |
| Vibration | Not applicable |
| Compression | Not applicable |
| Sharp points/edges | Medium |
| Pinch points | Not applicable |
| Materials falling | Medium |
| Surfaces causing falls | Medium |
| Moving machinery | High |
| Chemicals | Low |
| Biological pathogens | Not applicable |
| Electrical | Medium |
| Extreme heat/cold | Not applicable |
| Noise | Not applicable |
| Combustibles/flammables | Low |
| Other |  |

| **Risk control devices, personal protective equipment, and other safety considerations** | **Training/Reference info** |
| --- | --- |
| * Appropriate personal protective equipment (PPE) * De-energize power sources * Safety tape barriers * Camera * Measuring tape * Pen and note pad | * Incident investigation training * Training record of injured worker * Nova Scotia Occupational Health and Safety Regulations and Workplace safety and health legislation * First aid training * Nova Scotia Occupational Health and Safety Act Section 63 |

**Note:** Always look for the mechanism of injury, such as exposed electrical wires, slippery floors, toxic chemical containers, broken railings and falling objects before approaching an injured worker.

**Employers must ensure that workers are trained and follow this safe work procedure.**

**Steps to complete this task safely:**

* Make sure the scene is safe before approaching by observing for mechanism of injury (e.g., unguarded machinery, exposed electrical wires, presence of toxic gas, etc.). De-energize energy sources.
* Attend to the injured worker.
* Call for assistance: first aider if available and 911 for medical aid. If you are trained to use AED and if required to do so, ensure you follow the instructions on the AED machine.
* Report to Workplace Safety and Health emergency hotline and provide incident details:
* Safety Branch  
  Department of Labour, Skills and Immigration  
  Toll-free: [1-800-9LABOUR](tel:+1-800-952-2687) (1-800-952-2687)  
  24 hours a day, 7 days a week  
  [safetybranch@novascotia.ca](mailto:%20safetybranch@novascotia.ca)
* 902-473-SAFE (7233)
* Secure the scene, preserve evidence and put barriers up around the scene to prevent others from getting injured.
* Inspect the surrounding area for other pieces of evidence that can help with the investigation.
* Make a follow-up call to 911 if necessary and monitor the injured worker's condition.
* The employer and the committee co-chairpersons (or the employer and the worker representative) must conduct an investigation. If the co-chairpersons or a worker representative is not available, a worker not involved in the management of the workplace may be included in the investigation process.
* After the investigation has been completed by the safety officer, wait to be advised whether the area can be cleared and if you can return to normal operation.
* Inform the Workers Compensation Board of Manitoba about the details of the incident and any details about workers involved.
* Follow-up with any injured workers and their family representatives.
* Evaluate corrective actions and make necessary adjustments/corrections.