



INCIDENT & ACCIDENT REPORTING AND INVESTIGATION

Incident: An undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage, or loss (also referred to as near misses).

Accident: An undesired event that results in physical harm to a person or damage to property.

Purpose

Incident and Accident reporting is very useful because it:

- Collects information you can use to calculate statistics and other information for tracking accident trends.
- Helps identify training need; problems with work procedures; and needs for personal protective, safety, and emergency equipment.
- Collects information necessary for completing investigation and insurance reports and complying with regulatory requirements.
- Identifies weaknesses in the safety management program.

Prevention

It is the goal of Wellsite Geologists to have an Incident or Accident free workplace. The use of Training, Hazard Assessments, Communication, Personal Protective Equipment, Emergency Planning, and Inspections will reduce the risk.

Dennis Labrecque

President - Dennis Labrecque

May 14, 2013

Date

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Reporting

Any Accident/Incident (including near miss) involving acute injury, illness to personnel, loss of revenue or damage to company property or personal property while working must be reported by the employees to Wellsite Geologists Management as soon as practical or within 24 hours. Every accident that causes or may cause the death of a worker or that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more must be investigated as soon as is reasonably possible. Immediate reporting is also required when a worker is aware of a condition that may cause a work-related incident.

The incident must be documented and forwarded to Wellsite Geologists within a reasonable time period (7 days maximum).

Any Near Misses that occur during company time must be reported by documentation to Wellsite Geologists Management.

A written report must be created that includes a description of the accident, any graphics, photographs, or other evidence that may assist in determining the cause or causes of the accident, an explanation of the cause or causes of the accident, the immediate corrective action taken, and any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action.

Senior Management will be informed of any incident that is classed above the first aid level or results in greater than \$500 damage to property or environment, including all medical aids and vehicle, environmental, or property damage.

Investigation

A worker (Owner/Manager or a Supervisor) who is qualified and competent in investigation techniques must investigate all Incidents or Accidents. Wellsite Geologists will provide training on the investigation techniques to be used during an incident investigation (if no qualified investigator is available, Wellsite Geologists will use a third party trained investigator).

These investigations must be completed as soon as possible so all evidence can be preserved. Once an incident or accident has been investigated, the investigator must make a written report to be placed on file in the office. If the incident or accident still poses a hazard for employees, Management must ensure all employees are immediately informed of the hazard. If the incident, accident, or near miss does not pose a hazard for workers at the current time the Safety Committee, where existing, will discuss these investigations and each member or the supervisor will ensure that all workers are made aware of the situation.

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The written incident investigation report will include an explanation of the contributing factors or root causes of the incident that were identified during the investigation.

Conducting Investigations

The person conducting the investigation should proceed with the following steps:

1. Take control of the scene.
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs.
4. Examine equipment/materials involved.
5. Collect and safeguard any physical evidence.
6. Take photographs of the scene.
7. Interview people involved and witnesses and obtain written statements where appropriate.
8. Analyze all available information to determine cause(s).
9. Look for causes where “the system failed the worker”, not only for those where “the worker failed the system”.
10. Determine what corrective action will prevent recurrence.
11. Complete the report.
12. Provide Management and the Safety Committee with a copy of the report.
13. Assign corrective actions for further follow up.
14. Management and/or the Safety Committee must ensure all employees are made aware of the situation.

Investigation Kit Items

The person conducting the investigation should proceed with the investigation using the following items:

1. Caution Tape
2. Disposable Camera(s)
3. Flashlight
4. Extra Batteries
5. Incident Investigation Reports
6. WCB Reports
7. Lined Paper / Pens for Witness Statements
8. Ruler
9. Ziploc Baggies
10. Sanitized Containers with Lids

Investigation Follow Up with Workers

After an investigation has been completed the findings will be communicated to all workers either by a Safety Meeting or a hazard alert (email or posted document).

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The purpose of this follow up is to prevent this type of incident from occurring in the future - learning from past mistakes.

Provincial Reporting Requirements

Alberta

The following injuries or accidents must be reported to the Director of Inspection as soon as possible by the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site of the time, place and nature of the injury or accident:

- an injury or accident that results in death,
- an injury or accident that results in a worker's being admitted to a hospital for more than 2 days,
- an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- the collapse or upset of a crane, derrick or hoist, or
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

If one of the above were to occur or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, Wellsite Geologists will:

1. carry out an investigation into the circumstances surrounding the serious injury or accident,
2. prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or accident, and
3. ensure that a copy of the report is readily available for inspection by an officer.

British Columbia

Wellsite Geologists will immediately notify the Board of the occurrence of any accident that

- resulted in serious injury to or the death of a worker,
- involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
- involved the major release of a hazardous substance, or
- was an incident required by regulation to be reported.

Saskatchewan

“*Dangerous occurrence*” means any occurrence that does not result in, but could (if the situation was different) cause the death of a worker or will require a worker to

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be admitted to a hospital as an in-patient for a period of 72 hours or more and includes:

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

Every dangerous occurrence, fatality, or accident that may have caused a fatality must be investigated as soon as is reasonably possible. In Saskatchewan, notice to the OHS division must be given as soon as is reasonably possible of any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury.

A written report must be prepared and include a description of the dangerous occurrence, any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence, the immediate corrective action taken, and any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence or the reasons for not taking action.

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Collecting Statistics

Each month statistics are entered on a spreadsheet. The following statistics are collected using ALL workers (both office and field):

- Km Driven
- Vehicle Accidents
- Average Number of Employees
- Work Hours
- Lost Time Injuries
- Lost Work Days
- Restricted /Modified Work Cases
- Medical Aids
- First Aids
- Near Misses

Definitions

Employee - As used in this standard, any person engaged in activities for an employer from whom direct payment for services is received. This includes working owners and officers.

Exposure or Employee Hours - The total number of hours worked by all employees, including those in operating, production, maintenance, transportation, clerical, administrative, sales, and other activities.

Work Environment - The environment comprised by the physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his work, whether on or off an employer's premises.

First Aid - Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not require medical care even though provided by a physician or registered professional personnel.

Medical Treatment - Any treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician.

Work-Related Case - Any occupational injury suffered by an employee that results from a work accident or from an exposure involving a single incident in the work environment. Any occupational illness caused by exposure to environment factors associated with employment.

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Occupational Injury - Any injuries, such as a cut, fracture, amputation etc., that results from a work accident or from an exposure involving a single incident in the work environment.

Occupational Illness - Any abnormal condition or disorder of any employee, other than on resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

Recordable Case - Any work-related injury case requiring more than first aid, and all occupational illnesses. Recordable cases include:

- deaths, regardless of the time between the occupational injury or illness and death;
- all occupational illnesses;
- all occupational injuries resulting in any of the following:
 - lost workdays, either days away from work or days of restricted work activity;
 - medical treatment other than first aid;
 - loss of consciousness;
 - restriction of work or motion;
 - temporary or permanent transfer; or
 - termination of injured or ill employee.

NOTE: Any case that involves lost workdays must be recorded since it always involves one or more of the criteria for recordability.

Lost Workdays

Days Away From Work - Those workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness. The number of lost workdays should not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

Days or Restricted Work Activity - Those workdays (consecutive or not) on which, because of the occupational injury or illness, the employee was assigned to another job on a temporary basis, worked at a permanent job less than full time, or worked at a permanently assigned job but could not perform all duties normally connected with it. The number of lost workdays should not include the day of injury or onset of illness or any days on which the employer would not have worked even though able to work.

Lost Workday Case - Any recordable case that results in lost workdays away from work or workdays of restricted activity.

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Days Away From Work - Any recordable case that results in one or more days away from work as defined in Lost Workdays - Days Away From Work.

Days of Restricted Work - Any recordable case that results in one or more days of restricted work as defined in Lost Workdays - Days of Restricted Work.

The following formulas can be used:

$$\text{Injury Frequency} = \frac{\text{no. of lost time injuries} \times 200000}{\text{no. of work hours worked}}$$

$$\text{Injury Severity} = \frac{\text{no. of lost days} \times 200000}{\text{no. of work hours worked}}$$

$$\text{Vehicle Incident Rate} = \frac{\text{vehicle incidents} \times 1,000,000}{\text{Km Driven}}$$

A fatality accounts for 6000 lost work days or 48000 lost work hours.

Every calendar year statistics are reviewed and summarized on the statistics form. Results of the statistics are distributed to all workers.

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