



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-41

REFERENCE: HEALTH AND SAFETY

Date: Jan 23, 2017

**Review Date:
Jan 23, 2019**

TITLE: HAZARDOUS OCCURRENCE REPORTING (FEDERAL)

1.0 POLICY STATEMENT

- 1.1 The City of Dryden Federally regulated departments have obligations under the Canada Labour Code Part II for Reporting Hazardous Occurrences. The information herein is meant to provide information to the necessary parties to meet the obligations for documenting and reporting these occurrences as well as the responsibilities of the parties.
- 1.2 Objectives:
- (a) To assign responsibility and establish procedures for an effective response in the event of a "Hazardous Occurrence";
 - (b) To assign responsibility for Hazardous Occurrence notifications as required under *Part II of the Canada Labour Code*; and,
 - (c) Any employee and/or Supervisor present at the scene of a hazardous occurrence must act as quickly as possible to ensure critically injured employees receives medical attention.

2.0 HAZARDOUS OCCURRENCE REPORTING

- 2.1 Employers shall report to the Labour Affairs Officer of Human Resources Development Canada, the date, time, location and nature of any incident, occupational disease or other hazardous occurrences, as soon as possible but no 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 (2) or more employees;

- (c) the loss by an employee of a body member or part thereof or the complete loss of the usefulness of a body member or part thereof;
- (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.

3.0 RECORDS

- 3.1 The Employer shall, within seventy-two (72) hours after a hazardous occurrence referred to in Section 2.1 (f) or 2.1 (g) above, record in writing:
- (a) a description of the hazardous occurrence and the date, time and location of the occurrence;
 - (b) the causes of the occurrence; and,
 - (c) the corrective measures taken or the reason for not taking corrective measures.
- 3.2 The Employer shall, without delay, submit a copy of this record to the Health & safety Coordinator and the Site Based Joint Health and Safety Committee.

4.0 RESPONSIBILITIES

4.1 Supervisor

In the event of a Hazardous Occurrence the Supervisor shall:

- (a) ensure the injured person receives immediate medical attention;
- (b) provide transportation of the injured person to medical services;
- (c) secure the incident scene preventing the movement of materials and equipment from their precise location at the time of the incident, except for the purpose of saving life, maintaining an essential public service, or preventing unnecessary damage to equipment or other property;

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or other relevant legislation or Union agreement.

- (d) ensure that all required notifications are made, including:
 - i. Ambulance and Police (where required);
 - ii. Labour Affairs Officer;
 - iii. Health and Safety Coordinator;
 - iv. Chief Administrative Officer (CAO); and,
 - v. Worker Representative of the Site Based Joint Health and Safety Committee having jurisdiction.
- (e) initiate the Injury/WSIB Reporting Procedure as directed in City of Dryden Policy HR-HS-51, WSIB Reporting Procedures;
- (f) complete and submit within 14 days a Hazardous Occurrence Investigation Report Form (Schedule 1) to the Labour Affairs Officer, Human Resources Development Canada where the investigation discloses that the hazardous occurrence resulted in any one of the following circumstances:
 - i. a disabling injury to an employee;
 - ii. an electric shock, toxic atmosphere or oxygen deficient atmosphere that caused an employee to lose consciousness;
 - iii. the implementation of rescue, revival or other similar emergency procedures; or,
 - iv. a fire or explosion.
- (g) ensure a completed copy of the Hazardous Occurrence Investigation Report Form shall be submitted without delay, to the Health & Safety Coordinator and the Site Based Joint Health and Safety Committee;
- (h) assist all parties in their investigations; and,
- (i) ensure a copy of WSIB Form 82 "In All Cases Of Injury/Disease" is posted in the workplace.

4.1 Employee

In the event of a Hazardous Occurrence the employee shall:

- (a) report the accident or other occurrence to their employer, orally or in writing;
- (b) ensure the injured employee receives immediate medical attention; and,
- (c) contact the Supervisor immediately; and, not move any equipment or materials at the accident scene unless it is to save life.

History			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
Amendment Date:	March 19, 2007	Approved by:	Council Resolution
Amendment Date:	October 21, 2013	Approved by:	By-law 4114-2013
Amendment Date:	January 23, 2017	Approved by:	CAO E. Remillard
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

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