

Wahnapiatae First Nation Accident and Incident Reporting Policy

Adopted by **Band Council Motion: # BCM WFN 19/29-07-76**
At Chief and Council Meeting of: **July 5, 2019**

1.0 DEFINITIONS

- Accident:** An unplanned or unexpected event resulting in personal injury or property damage.
- Environmental:** Defined for this policy statement only to mean relating to the natural world and the impact of human activity on its condition.
- Equipment:** Defined for this policy statement only to mean the Environmental and Natural Resource Development equipment owned by Wahnapiatae First Nation including but not limited to the water sampling equipment, soil auger, plotter/scanner, PPE, and vehicles normally used by the Environmental crews during routine operations.
- Incident:** An unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.
- Operator:** Defined for this policy statement only to mean WFN employee, or approved user, certified in the safe operation of the specified equipment.
- PPE:** Defined for this policy statement only to mean Personal Protective Equipment including, but not limited to, hard hats, ear muffs, gloves, safety glasses, hi-vis clothing, steel toe/metatarsal boots, etc...
- WFN:** Wahnapiatae First Nation

2.0 PURPOSE

WFN Accident and Incident Investigation and Reporting policy is designed to outline the purpose and procedure for reporting any on-the-job accidents or incidents.

WFN is committed to enforce all health and safety guidelines to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable.

WFN strives to ensure all accidents are reported timely so they can be investigated properly, and preventative measures can be reviewed and reinforced.

3.0 SCOPE

- 3.1 WFN Accident and Incident Investigation and Reporting policy affects all WFN employees, WFN Departments, visitors to the community and band office, and independent contractors.
- 3.2 This policy applies for accidents and incidents both on and off the WFN reserve.
- 3.3 Accidents and incidents may involve, but not limited to heavy equipment, tools, and/or other machinery, individuals, groups, WFN community members, non-members residing on or off reserve, guests, customers, clients, patients, participants, etc...

4.0 GENERAL TERMS

- 4.1 On-the-job accidents and incidents that must be reported include any activities that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions.
- 4.2 Accidents and incidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident or incident are identified, the sooner WFN can establish preventative measures for the future.
- 4.3 WFN encourages employees to report "Near-Misses" as incidents to trigger an investigation to eliminate or mitigate a potential hazard.
- 4.4 Accidents that involve (or could have involved) more severe injuries or special attention and require investigation and action must be dutifully reported.

4.5 Employees are obliged to report any of the following:

- Fatalities
- Damage to the head, skull or face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
- Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Damage to the skin (e.g. extensive burns, bruises or cuts)
- Blows or injuries to the spine, back and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- Poisoning
- Any other injury that requires hospitalization or medical care
- Contamination from hazardous substances or transmission of diseases
- Chemical spills to the environment (regardless of volume)
- Bullying or harassment
- Illegal or suspicious activities
- WFN employees under the influence of drugs or alcohol while at work
- Damage to vehicles or equipment (WFN or employee owned)
- Dangerous or aggressive wildlife encounters
- Insect bites or stings
- Damaging weather events
- Any other accident or incident that requires special attention

4.6 Especially when an employee needs medical coverage, the accident must be reported immediately as insurance benefits may have to be approved after the investigation.

4.7 WFN employees must report all accidents and incidents no matter how minor.

4.8 Employees are also required to report events that may not have involved damage, injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames

5.0 PROCEDURE

- 5.1 When an employee witnesses or is involved in an accident they must report it to their supervisor immediately and fill out and incident Reporting form.
- 5.2 When an employee witnesses or is involved in an incident they must report it to their supervisor within 3 days and fill out the incident reporting form.
- 5.3 If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors as soon as possible so the accident can be prevented.
- 5.4 Depending on the incident, official forms may have to be completed and submitted to insurance or to police.
- 5.5 The employees supervisor must initiate an investigation or request an investigation from authorities if appropriate.
- 5.6 The employee who reported the accident or incident has to cooperate if called in for questioning to provide details needed. As a general rule, the employee must provide information in the incident report as accurately as possible on the following:
 - The place of the accident
 - The date and time of the accident
 - The people involved or injured
 - Their position or involvement in the accident
 - Their actions immediately after the accident

6.0 DISCIPLINARY CONSEQUENCES

- 6.1 WFN places great importance in this policy. All employees are obliged to comply.
- 6.2 Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences.
- 6.3 When employees are the cause of an accident, they must report it immediately to minimize legal repercussions.