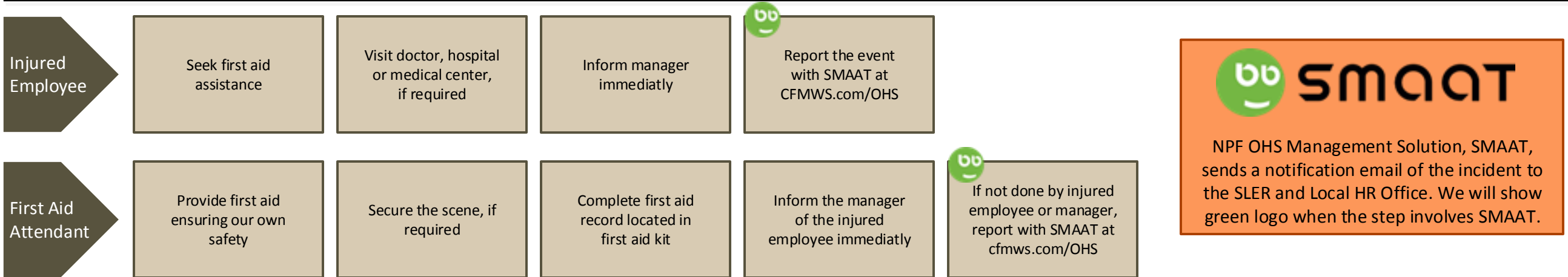


Flowchart - Incidents

What to do when an employee is injured at work, experiences a near miss situation or is diagnosed with an occupational illness

When an incident occurs at work, people, paralyzed by shock, could forget to take certain initial necessary steps to address the situation. Taking these initial necessary steps in a timely manner will help with the injured; the processing of compensation claims and potentially prevent any recurrence. As soon as an injury has been reported, use the following as a guide. You will find the forms, contact information, definitions and acronyms used in this document in the reference section on page 9-10.

STEP 1: DURING THE EVENT



STEP 2: PRELIMINARY ASSESSMENT



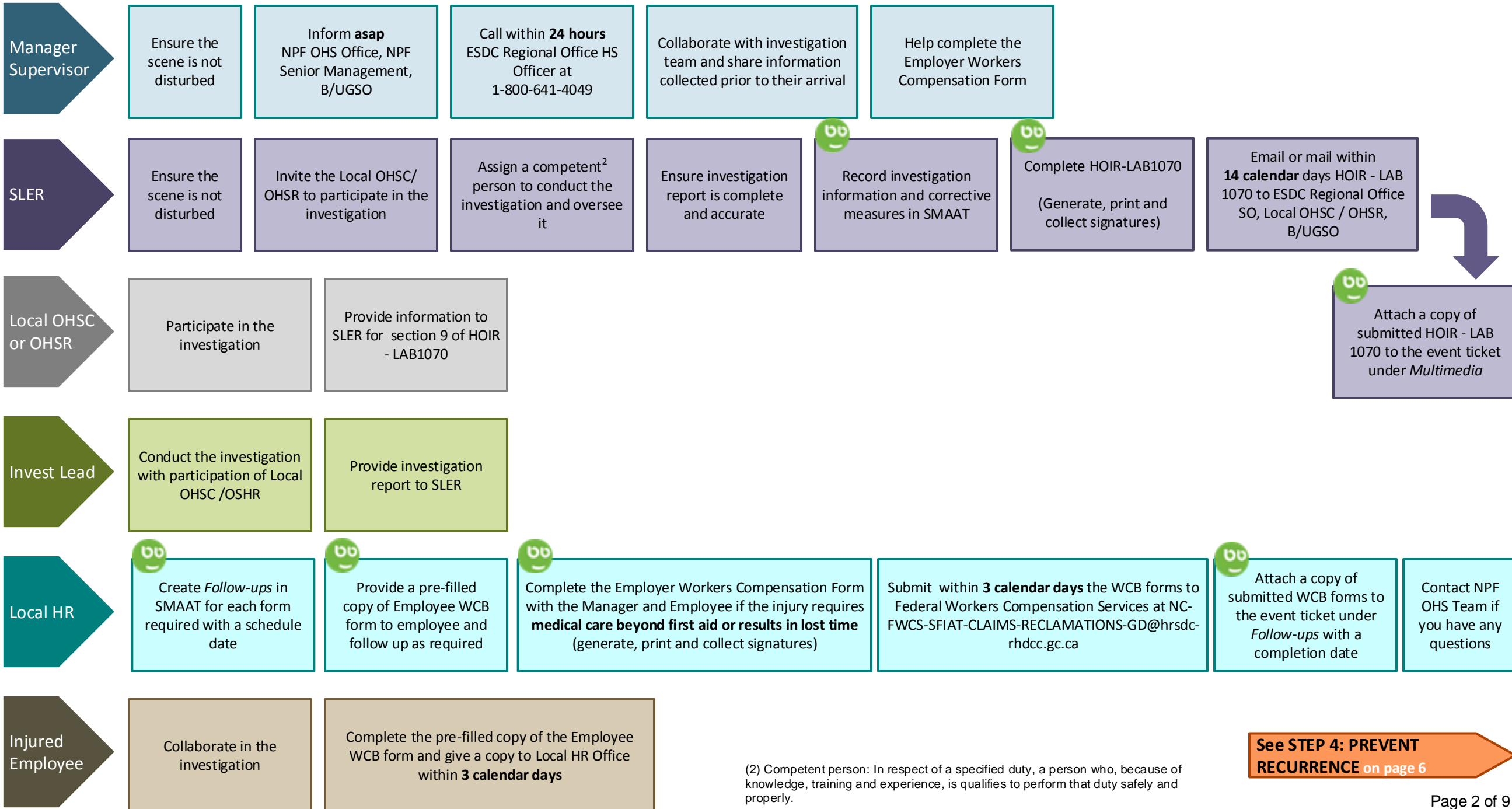
See STEP 3: Severity on page 3-5

STEP 3: SEVERITY A – Serious

- Death of an employee (even if it appears to be from natural causes);
- Permanent disabling injury of an employee, or temporary disabling injury of **two or more** employees from the same occurrence;
- Permanent impairment of a body function of an employee.

OR even if no injury is sustained

- Explosion
- Damage to a boiler that results in a fire or rupture of the boiler
- Damage to an elevating device that renders it unusable

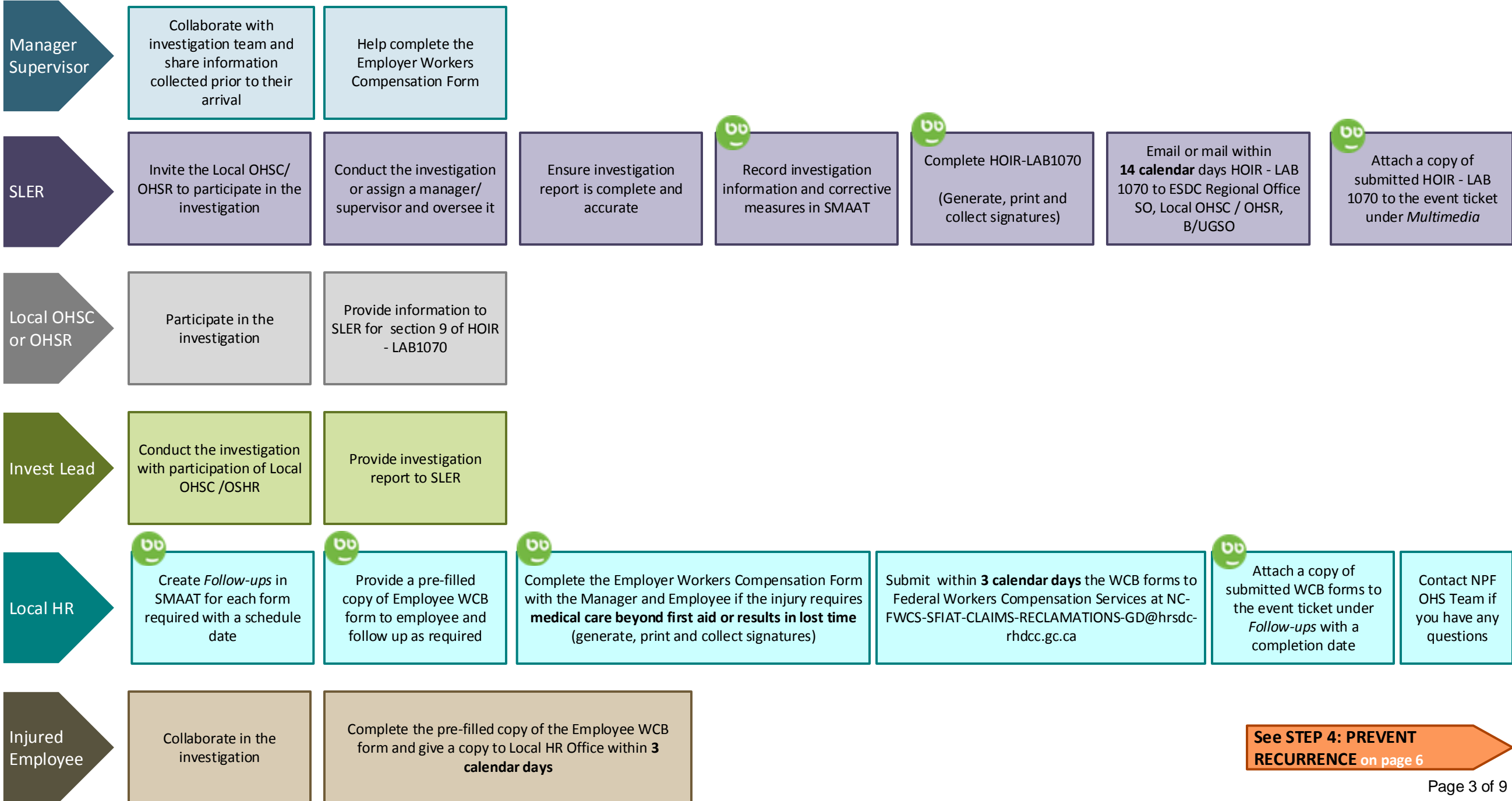


(2) Competent person: In respect of a specified duty, a person who, because of knowledge, training and experience, is qualified to perform that duty safely and properly.

See **STEP 4: PREVENT RECURRENCE** on page 6

STEP 3: SEVERITY B – Moderate

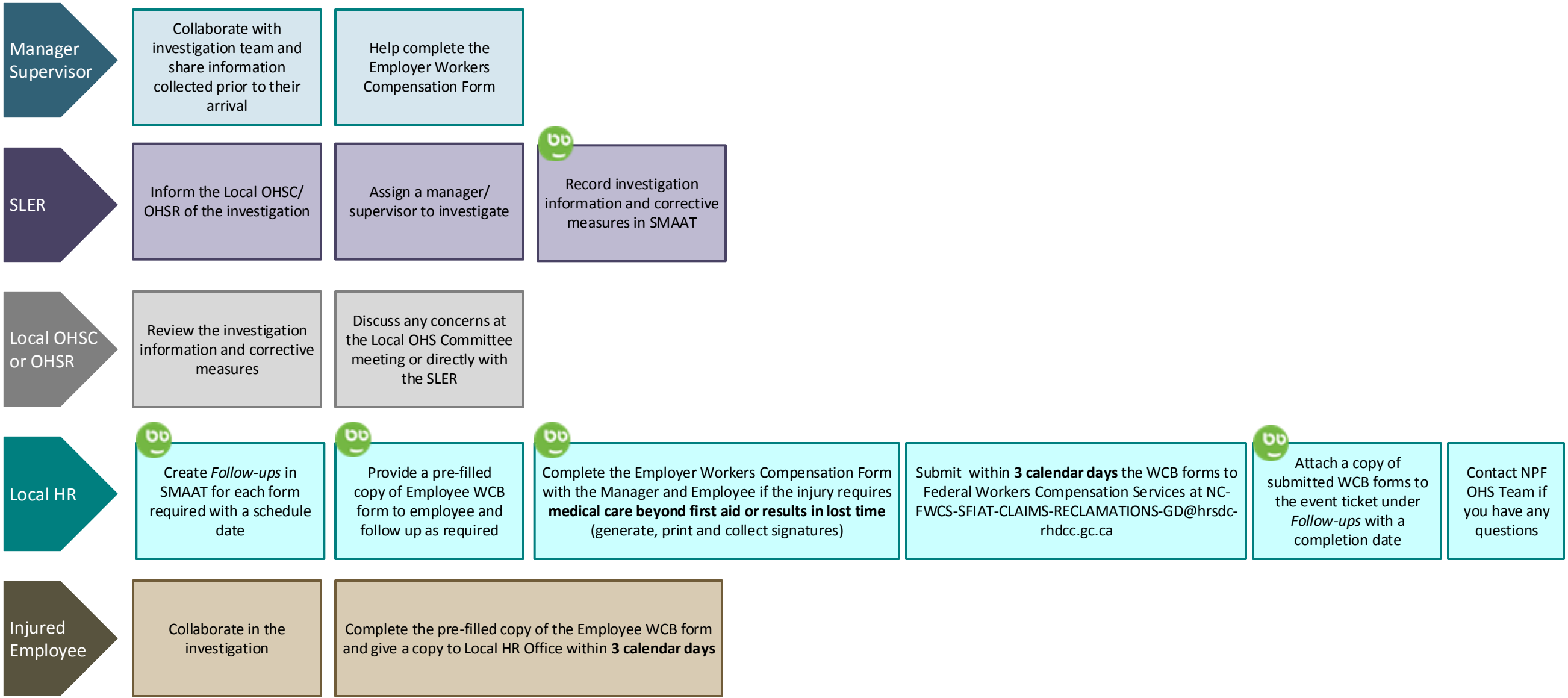
- Temporary disabling injuries
- Loss of Consciousness: from an electric shock or a toxic or oxygen deficient atmosphere.
- Rescue / Revival or other Emergency Procedure



See STEP 4: PREVENT RECURRENCE on page 6

STEP 3: SEVERITY C – Minor

- Medical treatment provided by a health care professional, but excludes a disabling injury



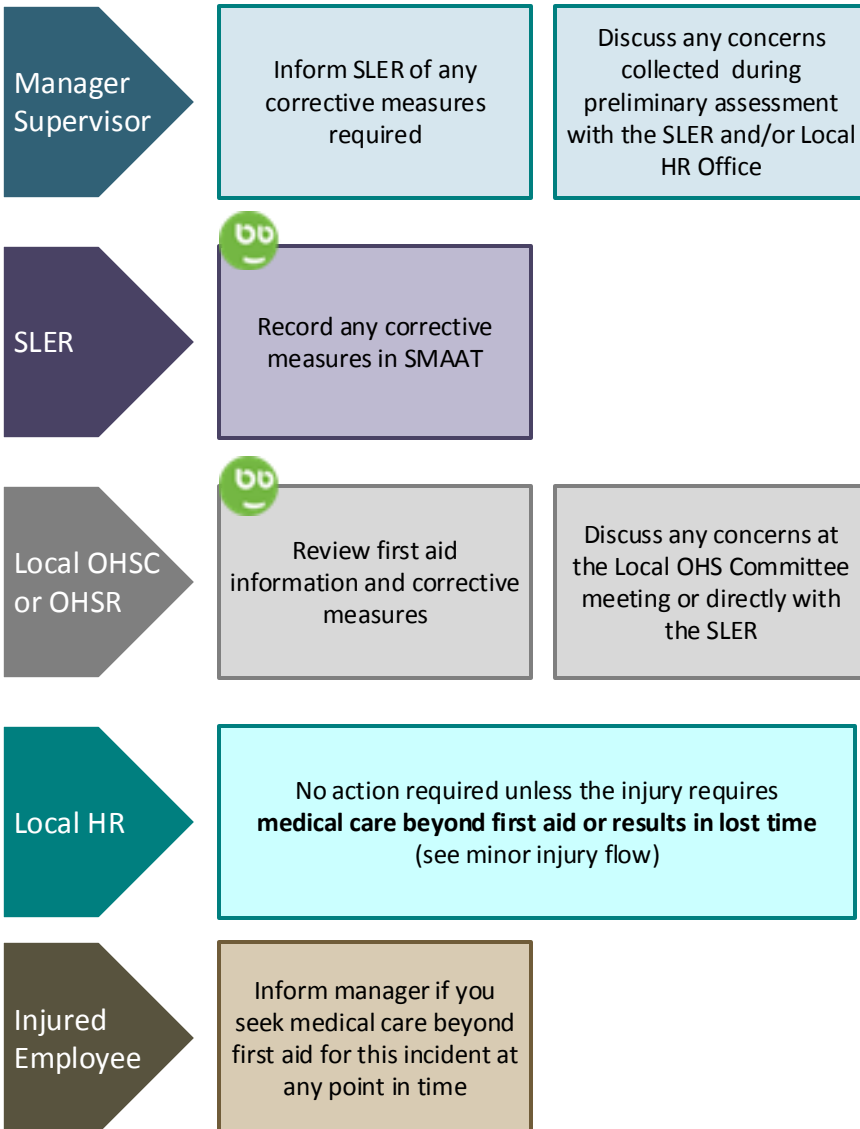
See STEP 4: PREVENT RECURRENCE on page 6

STEP 3: SEVERITY D – Slight

- First aid only

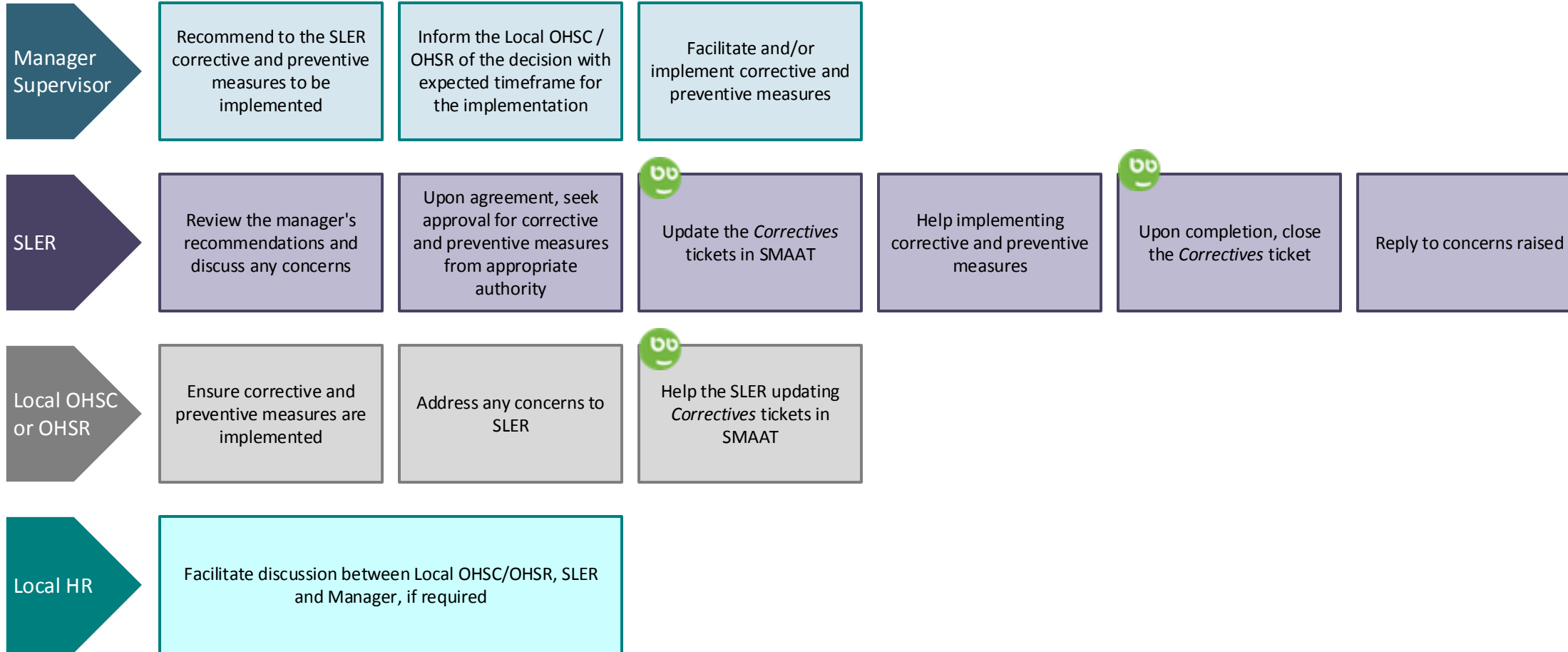
STEP 3: SEVERITY E – Near miss

- No injuries or damages, but had the potential for such.



See **STEP 4: PREVENT RECURRENCE** on page 6

STEP 4: PREVENT RECURRENCE – CLOSE THE LOOP



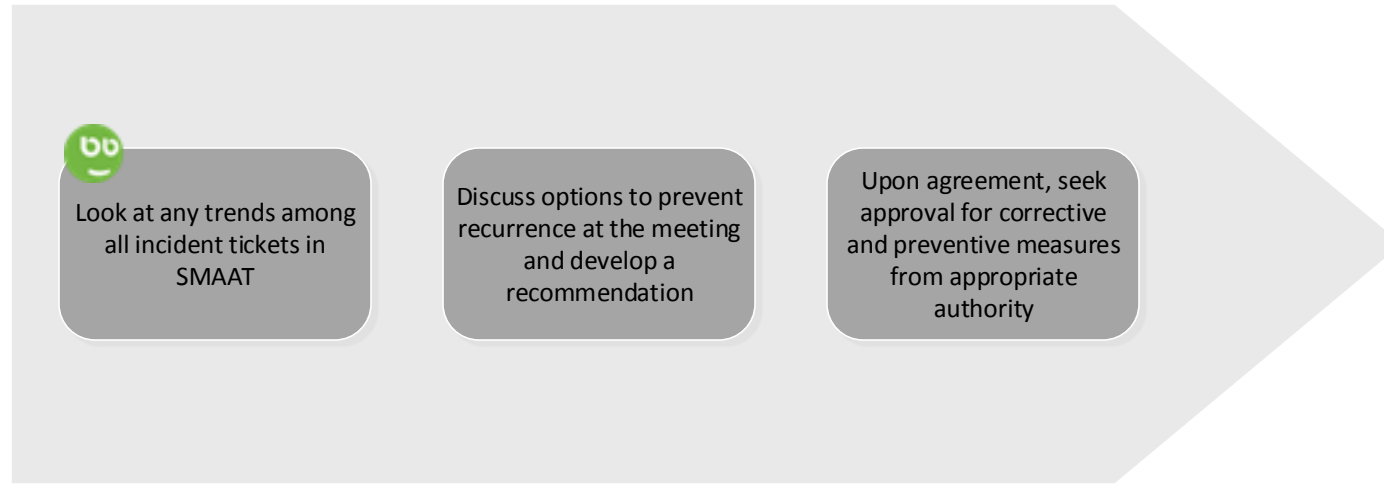
See STEP 5: BIGGER PICTURE on page 8

STEP 5: BIGGER PICTURE

Manager
Supervisor

SLER

Local OHSC
or OHSR



THE END!

REFERENCES

Forms

The following forms are available on SMAAT ADMIN

- HOIR- LAB1070 Form
- Employer Workers' Compensation Board Form
- Employee Workers' Compensation Board Form

Contact information:

ESDC Regional Office Safety Officer: <http://www.labour.gc.ca/eng/contact/index.shtml#offices>

Federal Workers Compensation Services: http://www.labour.gc.ca/eng/health_safety/compensation/federal.shtml#wco

Definitions and Acronyms

Competent person means, in respect of a specified duty, a person who, because of knowledge, training and experience, is qualified to perform that duty safely and properly.

Disabling injury means any employment injury or an occupational disease that results in either time loss, or modified duties. Disabling injuries can be either temporary (sprained wrist), or permanent (severed limb), depending on whether or not the employee is expected to make a full recovery.

ESDC: Employment and Social Development Canada

ESDC Safety Officer (SO) means a person designated as a safety officer pursuant to the *Canada Labour Code*, Part II, and includes a regional safety officer.

First-aid means the emergency care that is rendered to an injured or ill employee, customer or contractor.

HOIR: Hazardous Occurrence Investigation Report also known as LAB1070b available in SMAAT ADMIN

Incident; means an event resulting in a fatality, work injury, property damage or material loss arising out of, linked with or occurring in the course of employment.

Invest. Lead: Investigation Lead

Lost time: Lost time occurs when an employee sustains a work-related injury, which results in lost time from work after the day of the incident.

Near miss: A near miss, "near hit", "close call", or "nearly a collision" is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage.

OHSC: Occupational Health and Safety Committee

OHSR: Occupational Health and Safety Representative

Other Emergency Procedures means any incident that requires emergency procedures to be implemented, such as a hazardous substance spill, bomb threat or violence prevention procedure.

SLER: Senior Level Employer Representative

Work injury means any injury, disease or illness incurred by an employee in the course of employment.

Workplace means any place where an employee is engaged in work for the NPF operation.