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Policy Name:	Workers' Compensation: Accident and Injury Reporting, Investigation	Number:	S4-33
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
Legislation:	Saskatchewan Employment Act-Divisions 4-10 Occupational Health and Safety Act Workers' Compensation Act Environmental Management and Protection Act	Date Revised:	

Policy

Statement:

Any accident that results in a workplace injury or could cause a disabling injury or property/equipment loss (near-miss) must be reported immediately to the employee's immediate supervisor. The supervisor and/or employee must report the incident to the appropriate agency.

Occupational Health and Safety Association (OHSA) : An accident that causes or may cause death or that causes hospitalization of seventy-two (72) hours or more or a dangerous occurrence must be reported as soon as reasonably possible to the Health and Safety Division/Occupational Health Committee or Representative.

Workers' Compensation Act (WCA): An injury to a worker in which the worker is prevented from earning full wages or requires medical aid must be reported within 5 days by completing WCB Form E1.

Environmental Management and Protection Act (EMPA): The discharge of a substance into the environment that caused an adverse effect must be reported as soon as a discharge is known or ought to be known to Sask. Spills: Telephone 1-800-667-7525. A written report must be made to the SK Department of Environment within seven (7) days

Definitions:

"Adverse effect": means impairment of or damage to the environment, including negative effects on human health and safety.

"Pollutant": means any solid, liquid, gas, smoke, waste, odour, heat, sound, vibration, radiation, or a combination of any of them that is foreign to or in excess of the natural constituents of the environment, and:

- (a) Affects the natural, physical, chemical, or biological quality of the environment or
- (b) Is or is likely to be injurious to the health or safety of persons, or injurious or damaging to property or plant or animal life, or

- (c) Interferes with or is likely to interfere with the comfort, wellbeing, livelihood or enjoyment of life by a person.

“Serious incident”: means an incident:

- (a) In which a worker is killed;
- (b) In which a worker suffers;
 - (i) An injury resulting from electrical contact,
 - (ii) Unconsciousness as the result of a concussion;
 - (iii) A fracture of their skull, spine, pelvis, arm, leg, hand or foot,
 - (iv) Amputation of an arm, leg, hand, foot, finger or toe,
 - (v) Third degree burns,
 - (vi) Permanent or temporary loss of sight,
 - (vii) A cut or laceration that requires medical treatment at a hospital
 - (viii) Asphyxiation or poisoning; or
- (c) That involves:
 - (i) The collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
 - (ii) An explosion, fire or flood,
 - (iii) An uncontrolled spill or escape of a hazardous substance, or
 - (iv) The failure of an atmosphere-supplying respirator.

- Procedure:**
- a) Each employee is responsible for immediately reporting any workplace injury, accident, or illness to their immediate supervisor and, in the case of a spill or release of a contaminant or polluting substance.
 - b) Within five (5) business days of learning of an occupational injury or illness of an employee which results in that employee being eligible for a claim under the WCA, a report of the injury or illness shall be submitted by the supervisor to the WCB on the form specified by the WCB. A copy of the submitted form shall be provided to the injured employee. No WCB report is required for minor injuries which require only first aid and cause no loss of time or earnings to the employee. Nonetheless, even when a report is not required for the WCB, a detailed record of any such event, specifying the name and address of the employee, nature of the industry in which the employee is involved, location, date, time, cause and nature of the event, name and address of physician who attended the employee and first aid treatment administered must be kept in the employee’s file for future reference.
 - c) In the event of a fatality or serious incident, the following shall be notified within the time period shown and in the manner specified:
 1. Workplace Safety and Health Division
 2. Safety and Health Representative or the Safety and Health Committee

d) **First Aid Treatment**

- a) Only a person holding a current and valid First Aid Certificate is qualified to administer first aid to an injured employee.
- b) A First Aid Attendant who provides first aid treatment to an employee is required to record in a First Aid Log the following information:
 - Name of employee treated;
 - Circumstances respecting the accident as described by injured worker;
 - Names of witness to the accident, if any;
 - Date and time of the occurrence of the accident;
 - Nature and exact location of the injuries or illness treated; and
 - Nature of each first aid treatment administered.
- c) The First Aid Log shall be maintained in the First Aid Room. If there is no First Aid Room, the First Aid Log shall be maintained by the First Aid Attendant with the First Aid Kit. (Appendix R and Appendix S)

e) **Report of Spill or Discharge of Contaminant or Pollutant**

- (i) In the event of a discharge or spill of a contaminant or pollutant into the environment in the excess amount of that prescribed by the Emergency Management Organization Act, the person who has control of the substance shall immediately notify the Saskatchewan Emergency Management Organization and their immediate supervisor.
- (ii) The immediate supervisor shall ensure that records are kept which document the following:
 - The date, location and time and duration of the release of the pollutant,
 - The identity of the pollutant released, the quantity of the pollutant released,
 - The circumstances and causes of the release and the current state of the release,
 - Details of containment and clean-up effects,
 - An assessment of the success of the containment and clean-up effects,
 - The action that has been taken or that is intended to be taken with respect to the release;
 - Name and telephone number or email address of the person reporting the release.

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