



## ***Incident Reporting and Investigation Policy***

### **1.0 POLICY**

SaskPower is committed to maintaining a workplace in which safety is part of everything we do and is as important as anything we do. One expression of our commitment to safety is this SaskPower Incident Reporting and Investigation Policy.

It is a SaskPower policy that:

- incidents that did or could have resulted in injury, damage or loss shall be reported and investigated in a timely manner;
- the investigation shall identify root causes and contributing factors ;
- corrective or preventive actions shall be identified and implemented in order to prevent recurrence.

### **2.0 PURPOSE**

In the course of SaskPower operations unplanned incidents occasionally occur that could or do result in injury, damage or loss.

The purpose of this Policy is to prevent incidents and improve our safety performance by identifying and correcting, unsafe work practices, and system and facility deficiencies that could result in incidents that may result in employee injury.

This policy will also ensure legal compliance.

### **3.0 APPLICATION / EXCEPTIONS**

**This Policy applies to all SaskPower facilities/operations, SaskPower employees, contractors and the public. There are no exceptions to SaskPower's Incident Reporting and Investigation policy.**

### **4.0 ROLES AND RESPONSIBILITIES**

4.1 **Employees** shall:

- report all incidents in accordance with the SaskPower Incident Reference Chart.
- assist with the completion of the Incident Report form;
- cooperate during the Incident Investigation process;
- participate in an Incident Investigation as required.

4.2 **In-Scope Supervisors** shall:

- notify the management supervisor or designate of all incidents as soon as possible;
- ensure the incidents are documented in the incident reporting module of the SMS;
- participate in the Incident Investigation as required.



4.3 **Supervisor** shall:

- ensure the required information is entered into the incident reporting module of the SMS ;
- ensure that Serious Injuries, fatalities and Dangerous Occurrences are reported to Dept., of Labor , OH&S division as required;
- ensure that all incidents are adequately investigated in a timely manner and that the investigation is entered into the incident management software of the SMS;
- evaluate all recommendations stemming from the incident investigation and initiate Corrective or Preventive Actions as required;
- monitor progress of Corrective and Preventive Actions.

4.4 **OHC** shall:

- investigate all dangerous occurrences, serious injuries and fatalities as required by OH&S legislation;
- participate in other investigations at the request of the supervisor or as defined in the local OHC Terms of Reference;
- review the incident reports and investigations for all incidents.

4.5 **Corporate Safety** shall:

- maintain the Incident Reporting and Investigation Policy;
- provide administrative and technical support to the application of the Incident Investigation process as required;
- act in an advisory capacity to ensure compliance with corporate policy and legislated requirements;
- participate in the investigation process as required and as defined in the Incident Reference Chart;
- monitor the Incident Management Process to ensure root causes are identified and adequate measures are implemented to prevent recurrence;
- Facilitate communication of critical or significant incidents as defined in the Internal Communication Process.

4.6 **Management/Executive** shall:

- Monitor the Incident Reporting and Investigation process for their respective areas of responsibility.

4.7 **Contractors** shall:

- Report all incidents to their contractor supervisor;
- Investigate all incidents as required.

## 5.0 DEFINITIONS

5.1 **Dangerous Occurrence:** The Occupational Health and Safety Regulations, 1996, Regulation 9

5.2 **Incident:** an occurrence that did, or could have resulted in injury, damage or loss (Refer to SaskPower Incident Reference Chart).

5.3 **Serious Injury:** The Occupational Health and Safety Regulations, 1996, Regulation 8

## 6.0 TRAINING REQUIREMENTS AND MATERIAL

Training requirements shall be identified and managed in accordance with the SaskPower Safety Training Management Process.



## **7.0 RESOURCES**

Corporate Safety will assist each Registration Unit in all aspects of complying with this Policy, as requested.

## **8.0 REFERENCES**

- *The Saskatchewan Occupational Health and Safety Regulations, 1996.*
- SaskPower (located on the SafetyNet Portal)
  - Incident Reporting and Investigation Standard
  - Incident Management Process
  - Incident Reference Guide
  - Incident Report Forms