

SaskPower Incident Reference Chart for Employee, Contractor & Public Safety Incidents

Revision Date: March 1, 2021

An Incident is defined as an occurrence that did or could have (Good Catch/ Near Miss) resulted in injury, damage, or loss.

Notification Requirements - Reporting an incident is defined as notifying your Supervisor as soon as possible and before the end of your shift. Some incidents require more notification as below.	
<p>* Incidents causing serious bodily injury or fatality</p> <p>LRWS-OHS Division: 1(800)567-7233 - Select 1 to contact on duty OHS (24HRS)</p> <p>SaskPower Safety Care Line: 1(306)566-6200 - Select 1 (24 HRS)</p> <p>Incident Scene must be released by OHS and SaskPower Safety Director before being disturbed.</p>	<p>* Dangerous occurrences - No serious injury or fatality</p> <p>LRWS-OHS Division: 1(800)567-7233 - Select 3 to report Dangerous occurrence with no serious injury or fatality (regular business hours) or, email ohs.general@gov.sk.ca</p> <p>SaskPower Safety Care Line: 1(306)566-6200 - Select 1 (24 HRS) if support or guidance is needed</p>

If in doubt on the initial severity of an incident classify on the side of an elevated response.

**Health & Wellness (H&W) Department must be notified if:

- There is a SaskPower employee injury.
- The incident severity is rated as **Critical** or if **Reasonable Grounds** have been established to determine that drugs and/or alcohol may have been a contributing factor, where the employee has denied use, and the person is on the **Safety Sensitive Position List**. All personnel must be accompanied to any D&A testing facility. Personnel must remain accompanied until they are confirmed as non-positive for D&A.
- Employees not on the **Safety Sensitive Position List** who are involved in an incident rated as **Critical**, or if **Reasonable Grounds** have been established post incident to determine that drugs and/or alcohol may have been a contributing factor, will not be tested but must be safely accompanied home.
- **If Health & Wellness cannot be contacted, contact the service provider for D&A testing directly - HazTech at 1(306)352-9114.**

*** Notify Fleet in case of any actual, suspected, or potential damage to auxiliary equipment. This may include electrical line contacts, shock loads, known or suspected oversteering, stability failure, or incidents that will affect the structural integrity of the equipment. Auxiliary equipment is any aerial, digger derrick or crane.

**** Contractors not performing work for SaskPower are considered as Public.

INCIDENT TYPE	MINOR INCIDENT	SIGNIFICANT INCIDENT	MAJOR INCIDENT	CRITICAL INCIDENT
	<p>Good Catch / Near Miss (Employee, Contractor or ****Public) Low potential for harm or property damage</p> <ul style="list-style-type: none"> • Unsafe Act, Unsafe Condition, that if not stopped or corrected, would have resulted in an incident • Near Miss, incident that occurred without harm or damage but had the potential to be Minor in any of the incident types 	<p>Good Catch / Near Miss (Employee, Contractor or ****Public) Medium potential for harm or property damage</p> <ul style="list-style-type: none"> • Unsafe Act, Unsafe Condition, that if not stopped or corrected, would have resulted in an incident • Near Miss, incident that occurred without harm or damage but had the potential to be Significant in any of the incident types 	<p>Good Catch / Near Miss, (Employee, Contractor or ****Public) High potential for harm or property damage</p> <ul style="list-style-type: none"> • Unsafe Act, Unsafe Condition, that if not stopped or corrected, would have resulted in an incident • Near Miss, incident that occurred without harm or damage but had the potential to be Major in any of the incident types 	<p>Good Catch / Near Miss (Employee, Contractor or ****Public) Extremely high potential for harm or property damage</p> <ul style="list-style-type: none"> • Unsafe Act, Unsafe Condition, that if not stopped or corrected, would have resulted in an incident • Near Miss, incident that occurred without harm or damage but had the potential to be Critical in any of the incident types
<p>Injury/Illness (Employee, Contractor or **** Public)</p> <ul style="list-style-type: none"> • First Aid Injury (SaskPower, Contractor) • Events, not otherwise defined, that have resulted in minor impact to people's health 	<p>Injury/Illness (Employee, Contractor or ****Public)</p> <ul style="list-style-type: none"> • Minor Injury (short-term recovery and/or medical treatment) • Suspected exposure to toxic/corrosive substance (environmental personnel are involved if substance is released to or exposure is from environment) • Events, not otherwise defined, that have resulted in a significant and/or immediate adverse impact to people's health 	<p>Injury/Illness (Employee, Contractor or ****Public)</p> <ul style="list-style-type: none"> • Injury (long-term recovery and/or medical treatment and/or less than a 24-hour hospital stay) • Verified exposure to toxic/corrosive substance (environmental personnel are involved if substance is released to or exposure is from the environment) • Events, not otherwise defined, that have resulted in a serious and/or immediate adverse impact to people's health 	<p>Injury/Illness (Employee, Contractor or ****Public)</p> <ul style="list-style-type: none"> • Serious or permanently disabling injury (greater than 24-hour hospital stay) (SaskPower employee, Contractor, *** Public) • Fatality (SaskPower employee, Contractor, Public) • Physical violence by people external to SaskPower affecting an employee (regardless of injury) • Events, not otherwise defined, that have resulted in a critical and immediate adverse impact to the people's health 	
<p>Vehicle Incident (Including PME)</p> <ul style="list-style-type: none"> • Vehicle / PME incident - damage < \$15,000 	<p>Vehicle Incident (Including PME)</p> <ul style="list-style-type: none"> • Vehicle / PME incident - damage \$15,000-\$50,000 	<p>Vehicle Incident (Including PME)</p> <ul style="list-style-type: none"> • Vehicle / PME incident - damage \$50,000-\$100,000 	<p>Vehicle Incident (Including PME)</p> <ul style="list-style-type: none"> • Vehicle / PME incident damage > \$100,000 or • Overturning a vehicle or PME unit 	
<p>SaskPower Property & Equipment Damage (By Employee, Contractor or ****Public)</p> <ul style="list-style-type: none"> • Damage to SaskPower property, infrastructure, apparatus or equipment caused by SaskPower employee, SaskPower contractor or member of the ***public. < \$15,000 • Equipment contact with energized overhead/underground, apparatus or facilities with resulting damage. < \$15,000 • Damages to customers property, infrastructure or equipment by a SaskPower employee or SaskPower Contractor. < \$15,000 	<p>SaskPower Property & Equipment Damage (By Employee, Contractor or ****Public)</p> <ul style="list-style-type: none"> • Damage to SaskPower property, infrastructure, apparatus or equipment caused by SaskPower employee, SaskPower Contractor or member of the ***public. \$15,000 - \$50,000 • Equipment contact with energized overhead/underground, apparatus or facilities with resulting damage. \$15,000 - \$50,000 • Damages to customer property, infrastructure or property by a SaskPower employee or SaskPower Contractor. \$15,000-\$50,000 	<p>SaskPower Property & Equipment Damage (By Employee, Contractor or****Public)</p> <ul style="list-style-type: none"> • Damage to SaskPower property, Infrastructure, apparatus or equipment caused by SaskPower employee, SaskPower contractor or member of the ***public. \$50,000 - \$100,000 • Equipment contact with energized overhead/underground, apparatus or facilities with resulting damage. \$50,000 - \$100,000 • Damages to customers property, infrastructure or equipment by a SaskPower employee or SaskPower Contractor. \$50,000 - \$100,000 	<p>SaskPower Property & Equipment Damage (By Employee, Contractor or ****Public)</p> <ul style="list-style-type: none"> • Damage to SaskPower Infrastructure, apparatus or equipment caused by SaskPower employee, SaskPower contractor or member of the ***public. > \$100,000 • Equipment contact with energized overhead/underground, apparatus or facilities with resulting damage. > \$100,000 • Disruption of first contingency equipment, that affects the power system or grid stability. • Damages to customer property, infrastructure or equipment by a SaskPower employee or SaskPower Contractor. > \$100,000 	
<p>Notice of Violation</p> <ul style="list-style-type: none"> • Inspection by regulatory agency resulting in no notice of violation in officer's report • Work refusal where the work could have resulted in a near miss with low potential for property damage 	<p>Notice of Violation</p> <ul style="list-style-type: none"> • Contravention/compliance undertaking issued by regulatory agency • Work refusal where the work could have resulted in an incident with low potential for harm or property damage 	<p>Notice of Violation</p> <ul style="list-style-type: none"> • Stop work order or investigation by regulatory agency • Work refusal where the work could have resulted in an incident with medium potential for harm or property damage 	<p>Notice of Violation</p> <ul style="list-style-type: none"> • Investigation by regulatory agency where probability of charges being laid exists • Work refusal where the work could have resulted in an incident with high potential for harm or property damage 	
<p>Violence</p> <ul style="list-style-type: none"> • No violence incident can be entered as Minor 	<p>Violence</p> <ul style="list-style-type: none"> • Threatened violence by people external to SaskPower 	<p>Violence</p> <ul style="list-style-type: none"> • Threatened violence by people external to SaskPower that may have resulted in harm 	<p>Violence</p> <ul style="list-style-type: none"> • Physical violence by people external to SaskPower affecting an employee 	

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		MINOR INCIDENT	SIGNIFICANT INCIDENT	MAJOR INCIDENT	CRITICAL INCIDENT
ACTIONS	EMERGENCY / IMMEDIATE RESPONSE	Emergency / Immediate Response 1. Control the scene	Emergency / Immediate Response 1. Control the scene 2. Activate Emergency Response Plan, as required	Emergency / Immediate Response 1. Control and preserve the scene 2. Activate Emergency Response Plan, as required	Emergency / Immediate Response 1. Control and preserve the scene/ site until released 2. Activate Emergency Response Plan, as required Drug & Alcohol Testing for employees in safety sensitive positions is required unless other authority on scene has jurisdiction and directed a test be done
	COMMUNICATION / ESCALATION	Communication – During Business Hours Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> • Direct Supervisor • *LRWS - OHS Division (if criteria met) Supervisor shall notify: <ul style="list-style-type: none"> • Manager of workgroup Manager of workgroup shall notify: <ul style="list-style-type: none"> • Local OHC if required as per OHS regs. • **Health & Wellness Dept. as applicable • ***Vehicle Incident – Manager of Fleet Services if criteria met 	Communication – During Business Hours Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> • Manager • *LRWS - OHS Division (if criteria met) Manager shall notify the following: <ul style="list-style-type: none"> • Director of workgroup • Local OHC if required as per OHS regs • **Health & Wellness Dept. as applicable • ***Vehicle Incident – Manager of Fleet Services if criteria met 	Communication –24 Hours A Day Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> • Manager • *LRWS - OHS Division (if criteria met) • *SaskPower Safety Care Line Manager shall notify the following: <ul style="list-style-type: none"> • Director of workgroup • Local OHC if required as per OHS regs. • **Health & Wellness Dept. as applicable • ***Vehicle Incident – Manager of Fleet Services if criteria met • Manager, Safety & Compliance Investigations (MSC&I) Manager, Safety Compliance and Investigations shall: <ul style="list-style-type: none"> • Appoint Lead Investigator • Notify Director of Safety as required 	Communication - 24 Hours A Day Follow normal reporting structure up to the level of: <ul style="list-style-type: none"> • Business unit Director or VP • *LRWS - OHS Division (if criteria met) • *SaskPower Safety Care Line • Local OHC if required as per OHS regs. Business Unit Director or VP shall notify: <ul style="list-style-type: none"> • Director of Safety Director of Safety shall notify: <ul style="list-style-type: none"> • Manager, Safety, Compliance & Investigations (MSC&I) • Escalate as per Safety Director checklist Manager Safety Compliance & Investigations shall: <ul style="list-style-type: none"> • Provide incident support as needed and appoint Lead Investigator Notify: <ul style="list-style-type: none"> • ***Vehicle Incident – Manager of Fleet Services if criteria met • **Health & Wellness Dept, if not already notified. Initiate contact with EFAP as required
	BULLETIN	Bulletin <ul style="list-style-type: none"> • If a bulletin is determined to be required: Lead Investigator (Incident Owner) completes Incident Bulletin in collaboration with their Safety Business Partner • Safety Business Partner forwards approved bulletin to MSC&I • MSC&I forwards to Safety Business Partners to distribute to Director(s)/Managers for sharing to their workgroups if applicable to the work they do. Also forwarded to Safety Performance and Planning for publishing to SAFETYNET • Incident Information – ACTION Bulletin distributed within 3 business days of the incident if there is valuable or time-sensitive information to be shared such as immediate preventative action • Incident Information – FINAL Bulletin distributed within 21 business days of incident (If required) 	Bulletin <ul style="list-style-type: none"> • If a bulletin is determined to be required: Lead Investigator (Incident Owner) completes Incident Bulletin in collaboration with their Safety Business Partner • Safety Business Partner forwards approved bulletin to MSC&I • MSC&I forwards to Safety Business Partners to distribute to Director(s)/Managers for sharing to their workgroups if applicable to the work they do. Also forwarded to Safety Performance and Planning for publishing to SAFETYNET • Incident Information – ACTION Bulletin distributed within 3 business days of the incident if there is valuable or time-sensitive information to be shared such as immediate preventative action • Incident Information – FINAL Bulletin distributed within 21 business days of incident (If required) 	Bulletin <ul style="list-style-type: none"> • Lead Investigator (Safety) creates applicable Incident Information - ACTION Bulletin in collaboration with Incident Owner (Manager) • Approved incident bulletin forwarded to MSC&I by Lead Investigator • MSC&I forwards to Safety Business Partners to distribute to Director(s)/Managers for sharing to their workgroups if applicable to the work they do. Also forwarded to Safety Performance and Planning for publishing to SAFETYNET • Incident Information – ACTION Bulletin distributed within 3 business days of the incident • Incident Information – UPDATE Bulletin to be distributed within 15 business days of the incident or if there will be a significant delay to getting the FINAL Bulletin issued • Incident Information – FINAL Bulletin distributed within 45 business days of incident 	Bulletin <ul style="list-style-type: none"> • Lead Investigator (Safety) creates applicable Incident Information - ACTION Bulletin in collaboration with Incident Owner (Director) • Approved incident bulletin forwarded to MSC&I by Lead Investigator • MSC&I forwards to Safety Performance and Planning for SaskPower wide distribution and posting to SAFETYNET • Incident Information – ACTION bulletin to be distributed within 3 business days of the incident • Incident Information – UPDATE Bulletin to be distributed within 15 business days of the incident or if there will be a significant delay to getting the FINAL Bulletin issued • Incident Information – FINAL Bulletin distributed within 45 business days of incident
	INVESTIGATE	Investigation and Report <ul style="list-style-type: none"> • Initial ESMIS Report – 24 Hours • Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email • Final Report –21 business days (extended by Manager of business unit) • Investigation limited to investigation comments and hazard identification except at the discretion of the Manager of the Business Unit 	Investigation and Report <ul style="list-style-type: none"> • Initial ESMIS Report – 24 Hours • Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email • Final Report– 21 business days (extended by Manager or Director of business unit) • Investigation required 	Investigation and Report <ul style="list-style-type: none"> • Initial ESMIS Report – 24 hours • Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email • Final Report – 45 business days (extended by Directors of Business unit or Manager of Safety Compliance & Investigations only) • Investigation Team Required (as per OHS regulations, OHC Terms of Reference and/or local/corporate directives) • Manager Safety Compliance & Investigations must complete a review prior to completion • Investigation for contractor incident is required. This shall include review of contractors' investigation report for adequacy 	Investigation and Report <ul style="list-style-type: none"> • Initial ESMIS Report – 8 hours • Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email • Final/Detailed Report – 45 business days or as established by Division VP • Investigation Team Required (as per OHS regulations, OHC Terms of Reference and/or local/corporate directives) • Director of Safety and Law Department (if privileged) must complete a review prior to completion • Investigation for contractor incident is required. This shall include review of contractors' investigation report for adequacy. A parallel SaskPower investigation may be required

Some Major and Critical Incidents may not have any Incident Information - Bulletins released at the discretion and approval of the Incident Owner and the Director of Safety