

# SaskPower Health & Safety Incident Reference Chart for Employees and Contractors

An Incident is defined as an occurrence that did or could have (Good Catch/ Near Miss) resulted in injury, damage or loss. Reporting an incident is defined as notifying your Supervisor as soon as possible and before the end of your shift.

Note: This reference chart is intended to serve as a minimum standard. Communication may refer to verbal or electronic notification depending on the nature and level of incident. **Time line is based on calendar days.**

Violation of Standard Protection Code, Safety Absolute, or other Safety Policy, Standard, Directive, Rule or Procedure with no resulting event or potential will be recorded as a Non-Conformance rather than an Incident.

\* **All unplanned contact by a SaskPower employee or SaskPower Contractor with energized equipment must be reported to OHS as it is a dangerous occurrence (OHS regulation 9 defines dangerous occurrences).**

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

- There is a SaskPower employee injury.
- The incident 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**. If in doubt classify an incident on the side of an elevated response as more information becomes available, the classification may change. All personnel must be accompanied to any D&A testing facility. Personal must remain accompanied until personnel 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 sent home.
- **If Health and Wellness cannot be contacted, contact the service provider for D&A testing directly HazTech (D&A Tester) contact number 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.

OHS Contact Number: 1(800)567-7233; Safety Care Line (24 HRS): 1(306)566-6200

INCIDENT TYPE	MINOR INCIDENT	SIGNIFICANT INCIDENT	MAJOR INCIDENT	CRITICAL INCIDENT
	<p><b>Good Catch (Near Miss, Unsafe Act Unsafe Condition, Exemplary Act)</b></p> <ul style="list-style-type: none"> <li>• Near Miss, Unsafe Act, Unsafe Condition - Low potential for harm or property damage</li> <li>• Exemplary Act</li> </ul>	<p><b>Good Catch (Near Miss, Unsafe Act Unsafe Condition, Exemplary Act)</b></p> <ul style="list-style-type: none"> <li>• Near Miss, Unsafe Act, Unsafe Condition (Medium potential for harm or property damage)</li> </ul>	<p><b>Good Catch (Near Miss, Unsafe Act Unsafe Condition, Exemplary Act)</b></p> <ul style="list-style-type: none"> <li>• Good Catch (High potential for harm or property damage)</li> </ul>	<p><b>Good Catch (Near Miss, Unsafe Act Unsafe Condition, Exemplary Act)</b></p> <ul style="list-style-type: none"> <li>• Good Catch (Extremely high potential for harm, property damage or dangerous occurrence)</li> </ul>
<p><b>Injury/Illness (Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• First Aid Injury (local first aid only)</li> <li>• First Aid Injury (SaskPower, Contractor)</li> <li>• Events, not otherwise defined, that have resulted in minor impact to the health and safety of the public</li> </ul>	<p><b>Injury/Illness (Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• Minor Injury (short-term recovery and/or medical treatment)</li> <li>• Suspected exposure to toxic/corrosive substance (environmental personnel are involved if substance is released to or exposure is from environment)</li> <li>• Events, not otherwise defined, that have resulted in a significant and/or immediate adverse impact to the health and safety of the public</li> </ul>	<p><b>Injury/Illness (Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• Injury (long-term recovery and/or medical treatment and/or less than a 24-hour hospital stay)</li> <li>• Verified exposure to toxic/corrosive substance (environmental personnel are involved if substance is released to or exposure is from the environment)</li> <li>• Events, not otherwise defined, that have resulted in a serious and/or immediate adverse impact to the health and safety of the public</li> </ul>	<p><b>Injury/Illness (Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• Serious or permanently disabling injury (greater than 24-hour hospital stay) (SaskPower, Contractor, Public)</li> <li>• Fatality (Employee, Contractor, Public)</li> <li>• Physical violence by people external to SaskPower affecting an employee</li> <li>• Any personal contact with electrical facilities resulting in serious injury or fatality.</li> <li>• Events, not otherwise defined, that have resulted in a critical and immediate adverse impact to the health and safety of SaskPower employees, contractors or the public</li> <li>• Copper theft in energized electrical facility that resulted in serious injury/fatality.</li> </ul>	
<p><b>Vehicle Incident (Including PME)</b></p> <ul style="list-style-type: none"> <li>• Vehicle / PME incident - damage &lt; \$15,000</li> </ul>	<p><b>Vehicle Incident (Including PME)</b></p> <ul style="list-style-type: none"> <li>• Vehicle / PME incident - damage \$15,000-\$50,000</li> </ul>	<p><b>Vehicle Incident (Including PME)</b></p> <ul style="list-style-type: none"> <li>• Vehicle / PME incident - damage \$50,000-\$100,000</li> </ul>	<p><b>Vehicle Incident (Including PME)</b></p> <ul style="list-style-type: none"> <li>• Vehicle / PME incident damage &gt; \$100,000 or</li> <li>• Overturning a vehicle or PME unit (reportable as Dangerous Occurrence)</li> </ul>	
<p><b>SaskPower Property &amp; Equipment Damage (By Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• Damage to SaskPower property or equipment &lt; \$15,000</li> <li>• Damages to customer property &lt; \$ 15,000</li> </ul>	<p><b>SaskPower Property &amp; Equipment Damage (By Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• Damage to SaskPower property or equipment \$15,000 - \$50,000</li> <li>• Equipment contact with energized electrical facilities &lt; 750 V ac or 300 V dc with resulting damage</li> <li>• Contact or damage to any buried infrastructure or buried structure that when breached did not create immediate risk to the health &amp; safety of employees or the public</li> <li>• Damages to customer property \$15,000-\$50,000</li> </ul>	<p><b>SaskPower Property &amp; Equipment Damage (By Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• Damage to SaskPower property or equipment \$50,000 - \$100,000</li> <li>• Equipment contact with energized underground facilities &gt;750V ac or 300V dc with resulting damage.</li> <li>• Contact or damage to any buried infrastructure or buried structure that when breached may have created an immediate risk to the health &amp; safety of employees or the public.</li> <li>• Copper theft in energized electrical facility (no injury)</li> <li>• Damages to customer property \$50,000 - \$100,000</li> </ul>	<p><b>SaskPower Property &amp; Equipment Damage (By Employee, Contractor or Public)</b></p> <ul style="list-style-type: none"> <li>• Damage to SaskPower property or equipment &gt; \$100,000</li> <li>• Equipment contact with an energized overhead line &gt; 750 V ac with resulting damage.</li> <li>• Contact or damage to any buried infrastructure or buried structure that when breached created an immediate risk to the health &amp; safety of employees or the public.</li> <li>• Disruption of first contingency equipment, with potential to affect the power system.</li> <li>• Damages to customer property &gt; \$100,000</li> </ul>	
<p><b>Notice of Violation</b></p> <ul style="list-style-type: none"> <li>• Inspection by regulatory agency resulting in no notice of violation in officer's report</li> <li>• Work refusal where the work could have resulted in a near miss with low potential for property damage</li> </ul>	<p><b>Notice of Violation</b></p> <ul style="list-style-type: none"> <li>• Contravention/compliance undertaking issued by regulatory agency</li> <li>• Work refusal where the work could have resulted in an incident with low potential for harm or property damage</li> </ul>	<p><b>Notice of Violation</b></p> <ul style="list-style-type: none"> <li>• Stop work order or investigation by regulatory agency</li> <li>• Work refusal where the work could have resulted in an incident with medium potential for harm or property damage</li> </ul>	<p><b>Notice of Violation</b></p> <ul style="list-style-type: none"> <li>• Investigation by regulatory agency where probability of charges being laid exists</li> <li>• Work refusal where the work could have resulted in an incident with high potential for harm or property damage</li> </ul>	
<p><b>Violence</b></p> <ul style="list-style-type: none"> <li>• No violence incident can be entered as Minor</li> </ul>	<p><b>Violence</b></p> <ul style="list-style-type: none"> <li>• Threatened violence by people external to Saskpower</li> </ul>	<p><b>Violence</b></p> <ul style="list-style-type: none"> <li>Threatened violence by people external to Saskpower that may have resulted in harm.</li> </ul>	<p><b>Violence</b></p> <ul style="list-style-type: none"> <li>• Physical violence by people external to Saskpower affecting an employee</li> </ul>	

# SaskPower Health & Safety Incident Reference Chart for Employees and Contractors

		MINOR INCIDENT	SIGNIFICANT INCIDENT	MAJOR INCIDENT	CRITICAL INCIDENT
<b>ACTIONS</b>	<b>ER</b>	<u><b>Emergency Response</b></u> 1. Control the scene	<u><b>Emergency Response</b></u> 1. Control the scene 2. Activate Emergency Response Plan, as required	<u><b>Emergency Response</b></u> 1. Control and preserve the scene 2. Activate Emergency Response Plan, as required	<u><b>Emergency Response</b></u> 1. Control and preserve the scene/ site until released 2. Activate Emergency Response Plan, as required
	<b>COMMUNICATE</b>	<u><b>Communication – During Business Hours</b></u> Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> <li>• Direct Supervisor</li> </ul> <u><b>The supervisor shall notify the following:</b></u> <ul style="list-style-type: none"> <li>• ** Health &amp; Wellness Dept.</li> </ul> Manager of Properties when damage occurs to building property	<u><b>Communication – During Business Hours</b></u> Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> <li>• OHS if incident is a dangerous occurrence next business day</li> <li>• Manager</li> </ul> <u><b>Manager shall notify the following:</b></u> <ul style="list-style-type: none"> <li>• **Health &amp; Wellness Dept.</li> </ul> Manager of Properties when damage occurs to building property	<u><b>Communication</b></u> Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> <li>• Safety Care Line 306 566 6200 (for scene/site release)</li> <li>• Manager or Director</li> <li>• OHS if incident is a dangerous occurrence without injury or fatality (next business day)</li> </ul> <u><b>Manager or Director shall notify the following:</b></u> <ul style="list-style-type: none"> <li>• Manager, Safety &amp; Compliance Investigations(MSC&amp;I)</li> <li>• Communications, Government Relations, Customer Services, Risk Management as applicable</li> <li>• ***Vehicle Incident – Manager of Fleet Services</li> <li>• **Health &amp; Wellness Dept.</li> <li>• Manager of Properties when damage occurs to building property</li> </ul>	<u><b>Communication - 24 Hours A Day</b></u> Follow normal reporting structure up to the level of: <ul style="list-style-type: none"> <li>• Safety Care Line 306 566 6200 (for scene /site release)</li> <li>• Business unit Director or VP</li> <li>• OHS if incident involves serious injury or fatality (24-Hour), Dangerous occurrence (next business day)</li> </ul> <u><b>Director or VP shall notify the following:</b></u> <ul style="list-style-type: none"> <li>• Director of Health &amp; Safety</li> <li>• Director of Law Department (Regulatory)</li> <li>• CEO, Division VP &amp; Union (if applicable)</li> <li>• SE&amp;CR Committee Chair and Chair of Board (if serious employee/contractor/public injury)</li> <li>• Director, Environment (if toxic substances are released to or from environment)</li> <li>• ***Vehicle Incident – Supervisor of Fleet Services</li> <li>• Communications</li> <li>• VP's of Human Resources &amp; Safety, Strategic Relations, Customer Services and Stakeholder Relations as applicable</li> <li>• Employee to employee violence, include HR and refer to Respectful Workplace Policy. Do not enter into ESMIS.</li> <li>• Manager of Properties when damage occurs to building property</li> <li>• Manager of Risk Management</li> <li>• **Health &amp; Wellness Department. Initiate contact with EFAP as required</li> <li>• Drug &amp; alcohol testing for employees in safety sensitive positions is required unless other authority on scene has directed a test be done</li> </ul>
	<b>BULLETIN</b>	<ul style="list-style-type: none"> <li>• If a Bulletin is determined to be required: Lead Investigator (Incident Owner) completes Incident Bulletin in collaboration with their Safety Business Partner</li> <li>• Safety Business Partner forwards approved bulletin to MSC&amp;I</li> <li>• MSC&amp;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 SAFETY NET</li> <li>• Incident Information – ACTION distributed within 3 business days of the incident if there is valuable or time-sensitive information to be shared such as immediate preventative action</li> <li>• Incident Information – FINAL Bulletin distributed within 21 days of incident (If required)</li> </ul>	<ul style="list-style-type: none"> <li>• If a Bulletin is determined to be required: Lead Investigator (Incident Owner) completes Incident Bulletin in collaboration with their Safety Business Partner</li> <li>• Safety Business Partner forwards approved bulletin to MSC&amp;I</li> <li>• MSC&amp;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 SAFETY NET</li> <li>• Incident Information – ACTION distributed within 3 business days of the incident if there is valuable or time-sensitive information to be shared such as immediate preventative action</li> <li>• Incident Information – FINAL Bulletin distributed within 21 days of incident (If required)</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Investigator (Health &amp; Safety) creates applicable Incident Information - ACTION bulletin in collaboration with Incident Owner (Manager)</li> <li>• Approved Incident bulletin forwarded to MSC&amp;I by Lead Investigator</li> <li>• MSC&amp;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 SAFETY NET</li> <li>• Incident Information – ACTION distributed within 3 business days of the incident</li> <li>• Incident Information – UPDATE Bulletin to be distributed within 15 days of the incident or if there will be a significant delay to getting the Final Bulletin issued</li> <li>• Incident Information – FINAL distributed within 45 days of incident</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Investigator (Health &amp; Safety) creates applicable Incident Information - ACTION bulletin in collaboration with Incident Owner (Director)</li> <li>• Approved Incident bulletin forwarded to MSC&amp;I by Lead Investigator</li> <li>• MSC&amp;I forwards to Safety Performance and Planning for SaskPower wide distribution and posting to SAFETYNET</li> <li>• Incident Information – ACTION Bulletin to be distributed within 3 days of the incident</li> <li>• Incident Information – UPDATE Bulletin to be distributed within 15 days of the incident or if there will be a significant delay to getting the Final Bulletin issued</li> <li>• Incident Information – FINAL Bulletin distributed within 45 days of incident</li> </ul>
<b>INVESTIGATE</b>	<u><b>Investigation and Report</b></u> <ul style="list-style-type: none"> <li>• Initial ESMIS Report – 24 Hours</li> <li>• Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email</li> <li>• Final Report –21 Days (extended by Manager of business unit)</li> <li>• Investigation limited to investigation comments and hazard identification except at the discretion of the Manager of the Business Unit</li> </ul>	<u><b>Investigation and Report</b></u> <ul style="list-style-type: none"> <li>• Initial ESMIS Report – 24 Hours</li> <li>• Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email</li> <li>• Final Report– 21 Days (extended by Manager or Director of business unit)</li> <li>• Investigation required</li> </ul>	<u><b>Investigation and Report</b></u> <ul style="list-style-type: none"> <li>• Initial ESMIS Report – 24 hours</li> <li>• Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email</li> <li>• Final Report – 45 Days (extended by Directors of Business unit or Manager of Safety Compliance &amp; Investigations only)</li> <li>• Investigation Team Required</li> <li>• Manager Safety Compliance &amp; Investigations must complete a review prior to completion</li> <li>• For a farm incident involving contact with electrical facility causing injury, investigation is to include a consultation with those involved</li> <li>• Investigation for contractor incident is required. This shall include review of contractors' investigation report for adequacy</li> </ul>	<u><b>Investigation and Report</b></u> <ul style="list-style-type: none"> <li>• Initial ESMIS Report – 8 hours</li> <li>• Verification of Incident severity in ESMIS by Person Responsible as per ESMIS notification email</li> <li>• Final / Detailed Report – 45 Days or as established by Division VP</li> <li>• Investigation Team Required (as per OHS regulations, OHC Terms of Reference and/or local/corporate directives)</li> <li>• Director of Health &amp; Safety and Law Department (if privileged) must complete a review prior to completion</li> <li>• Investigation for contractor incident is required. This shall include review of contractors' investigation report for adequacy A parallel SaskPower investigation may be required</li> </ul>	