

SaskPower Health & Safety Incident Reference Chart for Employees and Contractors

An Incident is defined as an occurrence that did, or could have 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 business days.**

* 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 Department (RTW) is notified if there is a SaskPower employee injury. Health & Wellness Department is also notified where reasonable grounds have been established to determine that drugs or alcohol may have been a contributing factor, and where the employee has denied use. If in doubt classify an incident on the side of an elevated response as more information becomes available the classification may change.

***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 overstressing, stability failure, or incidents that will affect the structural integrity of the equipment. Auxiliary equipment is considered to be any aerial, digger derrick or crane and any incident involving a vehicle system failure.

		MINOR INCIDENT	SIGNIFICANT INCIDENT	MAJOR INCIDENT	CRITICAL INCIDENT
INCIDENT TYPE		<u>Near Miss/Good Catch</u> <ul style="list-style-type: none"> Near Miss (Low potential for harm or property damage) Violation of Standard Protection Code (SPC) or other Safety Policy, Standard, Directive, Rule or Procedure where there was NO potential for harm. 	<u>Near Miss/Good Catch</u> <ul style="list-style-type: none"> Near Miss (Medium potential for harm or property damage.). Violation of SPC or other Safety Policy, Standard, Directive, Rule or Procedure with low potential for harm or property damage 	<u>Near Miss/Good Catch</u> <ul style="list-style-type: none"> Near Miss (High potential for harm or property damage. Also includes multiple breaches in one cycle of the Fatigue Management Standard, without applicable controls in place). Violation of SPC, Safety Absolute or other Safety Policy, Standard, Directive, Rule or Procedure with medium potential for harm or property damage 	<u>Near Miss/Good Catch</u> <ul style="list-style-type: none"> Near Miss (Extremely high potential for harm, property damage or dangerous occurrence). Violation of SPC, Safety Absolute, or other Safety Policy, Standard, Directive, Rule or Procedure with high potential for harm/property damage
		<u>Personal Incident</u> <ul style="list-style-type: none"> First Aid Injury 	<u>Personal Incident</u> <ul style="list-style-type: none"> Minor injury (immediate or short-term recovery and/or medical treatment) Suspected exposure to toxic substance (environmental personnel are involved if substance is released to or exposure is from environment) Threatened violence by a member of the public Personal contact with electrical facilities < 250 V a.c.1 or 300 V d.c. – no serious injuries 	<u>Personal Incident</u> <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 substance (environmental personnel are involved if substance is released to or exposure is from the environment). Threatened violence by public that may have resulted in serious harm. Personal contact with electrical facilities > 250 V a.c.1 or 300 V d.c. – no serious injuries 	<u>Personal Incident</u> <ul style="list-style-type: none"> Serious or permanently disabling injury (greater than 24 hour hospital stay). Fatality. Physical violence by public affecting an employee which resulted in serious harm or fatality. Any personal contact with electrical facilities resulting in serious injury or fatality
		<u>Motor Vehicle Incident</u> <ul style="list-style-type: none"> Near Miss Vehicle incident - damage < \$15,000 	<u>Motor Vehicle Incident</u> <ul style="list-style-type: none"> Vehicle incident - damage \$15,000-\$50,000 	<u>Motor Vehicle Incident</u> <ul style="list-style-type: none"> Vehicle incident - damage \$50,000-\$100,000 	<u>Motor Vehicle Incident</u> <ul style="list-style-type: none"> Vehicle incident - damage > \$100,000 or overturning a vehicle unit Vehicle incident where probability of litigation exists
		<u>SaskPower Property & Equipment Damage</u> <ul style="list-style-type: none"> Incident - damage < \$15,000 	<u>SaskPower Property & Equipment Damage</u> <ul style="list-style-type: none"> Incident - damage \$15,000-\$50,000 Equipment contact with energized electrical facilities < 750 V a.c. or 300 V d.c. Contact or damage to a natural gas line, petroleum pipeline, CO2 pipeline, hydrogen pipeline or buried structure that if breached does not create immediate risk to the health & safety of employees or the public. 	<u>SaskPower Property & Equipment Damage</u> <ul style="list-style-type: none"> Incident – damage \$50,000,-\$100,000 Equipment contact with energized underground facilities >750V a.c.> 300V d.c. Contact with overhead or underground fiber optic cables Contact or damage to a natural gas line, petroleum pipeline, CO2 pipeline, hydrogen pipeline or buried structure that if breached may create an immediate risk to the health & safety of employees or the public. 	<u>SaskPower Property & Equipment Damage</u> <ul style="list-style-type: none"> Incident - damage > \$100,000 Equipment contact with an energized overhead line > 750 Va.c. Contact or damage to a natural gas line, petroleum pipeline, CO2 pipeline, hydrogen pipeline or buried structure that if breached creates an immediate risk to the health & safety of employees or the public. Disruption of first contingency equipment
		<u>Notice of Violation</u> <ul style="list-style-type: none"> Unscheduled inspection by regulatory agency Work refusal where the work could have resulted in a near miss with low potential for property damage 	<u>Notice of Violation</u> <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 	<u>Notice of Violation</u> <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 	<u>Notice of Violation</u> <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
		<u>Public</u> <ul style="list-style-type: none"> Events, not otherwise defined, that have resulted in minor impact to the health and safety of the public Minor damages to customer property < \$ 2,500 	<u>Public</u> <ul style="list-style-type: none"> Contact – underground/overhead facilities - Minor injury Events, not otherwise defined, that may have resulted in a significant and/or immediate adverse impact to the health and safety of the public Damages to customer property \$2,500 - \$15,000 	<u>Public</u> <ul style="list-style-type: none"> Contact – overhead/underground facilities – serious injury Events, that may have resulted in immediate impact to the health and safety of the public Damages to customer property \$15,000 - \$100,000 Copper theft in energized electrical facility – high potential for harm. 	<u>Public</u> <ul style="list-style-type: none"> Contact – overhead/underground facilities –fatality Events, that have resulted in immediate impact to the health and safety of the public Damages to customer property > \$100,000 Copper theft in energized electrical facility that resulted in serious injury
ACTIONS	ER	<u>Emergency Response</u> 1. Control the scene	<u>Emergency Response</u> 1. Control the scene 2. Activate Emergency Response Plan, as required	<u>Emergency Response</u> 1. Control and preserve the scene/ site until released by OHS and Director of Health & Safety 2. Activate Emergency Response Plan, as required	<u>Emergency Response</u> 1. Control and preserve the scene/ site until released by OHS and Director of Health & Safety 2. Activate Emergency Response Plan, as required
	COMMUNICATE	<u>Communication – During Business Hours</u> Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> Direct supervisor 	<u>Communication – During Business Hours</u> Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> OHS if incident is a dangerous occurrence (24 Hours) Manager 	<u>Communication– During Business Hours</u> Follow normal reporting structures up to the level of: <ul style="list-style-type: none"> OHS if incident is dangerous occurrence (24 hours) Manager or Director Safety care line (306 566 6200) 	<u>Communication - 24 Hours A Day</u> Follow normal reporting structure up to the level of <ul style="list-style-type: none"> OHS if incident is a dangerous occurrence Director or VP Safety care line (306 566 6200)

SaskPower Health & Safety Incident Reference Chart for Employees and Contractors

		MINOR INCIDENT	SIGNIFICANT INCIDENT	MAJOR INCIDENT	CRITICAL INCIDENT
ACTIONS	COMMUNICATE	<p>The supervisor shall notify the following:</p> <ul style="list-style-type: none"> ** Health & Wellness Dept. Manager of Properties when damage occurs to building property 	<p>Manager shall notify the following:</p> <ul style="list-style-type: none"> **Health & Wellness Dept. Manager, Safety & Compliance Investigations(MSC&I) for notice of Violation arising from Contravention/Compliance Undertaking issued by regulatory agency Manager of Properties when damage occurs to building property 	<p>Manager or Director shall notify the following:</p> <ul style="list-style-type: none"> Manager, Safety & Compliance Investigations(MSC&I) OHS if incident is an energized electrical contact Communications, Government Relations, Customer Services, Risk Management as applicable ***Vehicle Incident – Supervisor of Fleet Services **Health & Wellness Dept. Manager of Properties when damage occurs to building property 	<p>Director or VP shall notify the following:</p> <ul style="list-style-type: none"> Director of Health & Safety Director of Law Department (Regulatory) CEO, Division VP & Union (if applicable) EH&S Committee Chair and Board of Chair (if serious employee/contractor/public injury) Director, Environment (if toxic substances are released to or from environment) ***Vehicle Incident – Supervisor of Fleet Services Communications VP's of Human Resources, Strategic Relations, Customer Services and Stakeholder Relations as applicable Employee to employee violence, include HR and refer to Respectful Workplace Policy. Do not enter into ESMIS. Manager of Properties when damage occurs to building property Manager of Risk Management **Health & Wellness Department. Initiate contact with EFAP as required Drug & alcohol testing for employees in safety sensitive positions is required unless other authority on scene has directed a test be done
	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 SAFETY NET. 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. Incident Information – FINAL Bulletin distributed within 14 days of incident (If required). 	<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 SAFETY NET. 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. Incident Information – FINAL Bulletin distributed within 14 days of incident (If required). 	<ul style="list-style-type: none"> Lead Investigator (Health & Safety) creates applicable Incident 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 SAFETY NET. Incident Information – ACTION distributed within 3 business days of the incident. 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. Incident Information – FINAL Bulletin distributed within 30 days of incident. 	<ul style="list-style-type: none"> Lead Investigator (Health & Safety) creates applicable Incident 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 days of the incident. 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. Incident Information – FINAL Bulletin distributed within 30 days of incident.
	INVESTIGATE	<p>Investigation and Report</p> <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 – 14 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. 	<p>Investigation and Report</p> <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 – 14 Days (extended by manager or Director of business unit) Investigation required Enterprise Security responsible for theft (including copper) investigation and reporting 	<p>Investigation and Report</p> <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 – 30 Days (extended by Directors of Business unit or Manager of Safety Compliance & Investigations only) Investigation Team Required Manager Safety Compliance & Investigations must complete a review prior to completion For a farm incident involving contact with electrical facility causing injury, investigation is to include a consultation with those involved Investigation for contractor incident is required. This shall include review of contractors' investigation report for adequacy 	<p>Investigation and Report</p> <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 – 30 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 Health & Safety and Law Department (if privileged) must complete a review prior to completion For a farm incident involving repeat contacts or serious injury with electrical facility, investigation is to include site visit Investigation for contractor incident is required. This shall include review of contractors' investigation report for adequacy. A parallel SaskPower investigation may be required