

July 2019

Incident Notification and Reporting

Report all incidents to your Supervisor immediately, no matter how insignificant they may appear to be!

What is an incident?

- A work-related injury or illness
- Vehicle incidents occurring on company business
- Environmental spills
- Off-the-job injuries that might impact your ability to do your work
- Near misses

Why report incidents?

- Ensures immediate care to the injured worker, including proper medical treatment
- Learning from the event may help prevent similar incidents from occurring in the future (i.e. new policies/procedures)
- Identifies where we need to focus our resources (i.e. training, observations)
- Allows proper notification to government agencies

INCIDENT MANAGEMENT PROCESS

① **Ensure the injured person is cared for; call 911 if required**

② **Secure the scene to prevent further incidents**

③ **Report the incident to your Supervisor and to Kaynic Safety 780.832.1290**

**Note: Our OIS Clinic is PrimeCARE Health 9625-97 Street, Grande Prairie • Open M-F, 8am-5pm
Or Hospital Emergency after hours**