



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 15-003

Title: Legislative Responsibilities: Serious Accidents

Saskatchewan Employment Act:

OHS Regulation: 4, 8, 29, 30

Date: January 1, 2017

Date Revised/Reaffirmed: October 29, 2018

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Definition

“Serious accident” is defined as every accident at a place of employment that:

- Causes or may cause the death of a worker; or
- Will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more

Purpose

- To ensure serious accidents are managed and immediate corrective actions are taken to ensure worker safety
- To ensure that Saskatchewan Labour Relations and Workplace Safety (LRWS) is notified of serious accidents
- To ensure that Occupational Health Committee (OHC) co-chairpersons are made aware of and investigate all serious accidents
- To ensure that root causes and contributing factors are identified
- To ensure short-term and long-term corrective action plans are developed with target dates in place which will minimize the risk of a similar incident

Roles and Responsibilities

Employer must ensure:

- The work is stopped, the area is secured and emergency response is provided
- Serious Accident Notification is provided to the OHS Division, the OHC and the SHA OHS department
- An investigation is performed with the assistance of the OHC Co-Chairs or their designates along with assistance of the SHA OHS Support person
- The Employer, in consultation with the Co-Chairs or designates prepares a written report that includes the findings, causes, immediate corrective action taken and long-term actions planned to minimize the risk of a similar incident

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- They cooperate with the Occupational Health Officers during LRWS follow-up
- Support is provided to Employer and Worker(s)

Worker must ensure:

- The incident is immediately reported to Manager/Supervisor and to the Safety Alert System/Incident Reporting Line
- They cooperate with the Occupational Health Officers during LRWS follow-up

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

October 15, 2017

March 26, 2018

October 29, 2018