



## Procedure

Saskatoon & Area - Occupational Health & Safety

**Number:** 15-004

**Title:** Legislative Responsibilities: Dangerous Occurrences

**Saskatchewan Employment Act:**

**OHS Regulation:** 4, 8, 9, 31

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** May 1, 2019

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

### Purpose

The purpose of this procedure is to establish the processes to follow when a dangerous occurrence occurs

### Procedure

Secure the area

- Employer or designate assess the seriousness of the situation. Can the present situation get worse? How can damage be minimized?
- Eliminate and contain hazards. If necessary, remove non-essential personnel from danger area immediately.
- Employer or designate:
  - Control the crowd
  - Ask someone to assist
  - [Identify the witnesses](#)

### Notifications

Employer or designate responsible for the following:

- Notify Manager/Director on Call
- Report to Safety Alert System/Incident Reporting Line
- If it is a Code, Notify EPP Manager
- Notify OHC Co-chairs and Regional OHS Manager when appropriate e.g if incident occurs during the night or weekends, notify in the morning of the next business day
- Ask for assistance from the SHA OHS Support Person
- If the incident meets the definition, notify LRWS by phoning (306) 933-5052 as soon as reasonably possible.
- [Complete Dangerous Occurrence Notification to OHS Division Form](#) (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools) and send copies to:
  - LRWS fax to (306) 933-7339
  - Site Co-chairs
  - SHA Regional Manager of OHS: email [OHSINTAKE@saskatoonhealthregion.ca](mailto:OHSINTAKE@saskatoonhealthregion.ca) or fax (306) 655-0124

## Investigation

Employer and the site Co-chairs (or designates) investigate the dangerous occurrence with the assistance of the SHA OHS support person. Record the investigation on the [Dangerous Occurrence Investigation Form](#) (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools). Other tools available on the OHS Infonet Page under Resources, Incident Investigation Tools: [Manager DO/SA/CI Investigation Tool](#) and [OHC Co-Chair DO/SA/CI Investigation Tool](#)

- Identify the witnesses:
  - Make a list immediately of those directly involved in the incident, including injured persons. Obtain contact information. If public is involved, go to them first, as they are more likely to leave.
  - Ask the person who was first on the incident scene to help develop list, as this person may know who else was in the vicinity at the time. Approach these witnesses immediately.
  - Include anyone who was in the vicinity immediately before, during, or after the incident, including injured workers. Even if someone wasn't there when it happened, if they were there immediately before hand they may have valuable information.
  - Inform all witnesses that the purpose is fact-finding and to prevent it from happening again, not blaming.
  - Arrange separate interviews for each witness as soon as possible. If there are two investigators, you might consider one investigator beginning the interviews, while the other gathers evidence. If appropriate, gather evidence while witnesses are being interviewed: the witness can then point to objects, equipment, and together with the investigator, examine physical evidence. Or it may be more appropriate to carry out interviews in a quiet office where there will be fewer distractions.
- Survey the scene and gather physical evidence:
  - Note environmental conditions: housekeeping, lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality.
  - Record the scene as found:
    - Take pictures
    - Make sketches
    - Take measurements
  - Housekeeping, condition of floor, risk of slips or trips, confined work area, clear access
  - Incident surroundings: marks that could provide clues to the incident, anything out of the ordinary
  - Equipment, materials, tools:
    - Location
    - Damage or other marks on equipment or tools to damage or marks on floors and walls. Are they consistent?
    - Check safety devices such as guards, guardrails, safety catches
    - Presence of toxic or hazardous substances
    - Are machinery controls on or off? Establish consistency. Verify that what was said is correct. If not, there may be some problem with machine, equipment, or someone's familiarity with machine or equipment
    - Use and quality of PPE
    - Photograph and record nameplate data, such as weights and load limits
    - Check for structural damage as well as damage to equipment, piping, etc
    - Collect foreign objects or broken pieces of equipment

- Take samples of substances/fluids
- Note ergonomic conditions: weights, forces, awkward posture used &/or necessitated by environment/equipment/task, control design
- Interview witnesses:
  - Identity of the people involved in the incident
  - Identity of the people with possible knowledge of the incident
  - Events that occurred before, during and after the incident
  - Timing and sequence of events
  - Location and direction of actions and events
  - Possible causes of each action and event
  - Witness suggestions for preventing similar incidents
- Gather documentation:
  - Orientation, training and maintenance records
  - Equipment manuals
  - Safety Data Sheets
  - OHC Minutes and inspection reports
  - Audits
  - Policies and Procedures
  - Job Safety Analysis
  - Safe Work Procedures
  - Safety profile
  - Incident reports: evidence of previous similar incidents and corrective actions
  - Evidence of rule enforcement
  - Staffing level, schedule, overtime
- Interview other appropriate personnel:
  - Supervisor
    - Experience and training as a supervisor
    - Supervisor knowledge in type of work being performed
    - What instructions did they give at the start of the shift
    - Experience and training of the workers involved
    - What supervision has been done to ensure safe work procedures were being followed
    - Physical and mental condition of those involved (fitness, fatigue, stress)
    - Workload
    - Expectations
    - Description of task
    - Repetitiveness
    - Work flow design
    - Previously identified hazards & subsequent controls put in place
    - Safety rules & enforcement
    - Safety inspections
    - Budgetary factors
    - Accountability
    - Suggestions to prevent reoccurrence
  - Co-Workers
    - Regarding workload
    - Work and safety culture
    - Unwritten or conflicting expectations

- Training and effectiveness
    - How a task is usually performed
    - Physical and mental condition of those involved (fitness, fatigue, stress)
    - Suggestions to prevent reoccurrence
  - Trainers
    - General training
    - Specific to prevent reoccurrence
- Analyze the evidence and determine direct, indirect and root causes
  - Determine gaps in the evidence and try to fill this in by interviewing witnesses again etc.
  - Get expert advice if necessary, e.g. Engineering consultant, human factors consultant
  - Each conclusion should be checked to see if:
    - It is supported by evidence
    - The evidence is direct or based on eyewitness accounts, or
    - The evidence is based on assumption
  - Employer or designate: Determine immediate mitigation action to ensure the safety of workers in the short term, including person responsible and target date.
  - Employer or designate: Determine short-term and long-term corrective actions, including person responsible and target date, to correct the indirect and root causes.
  - Controls should be considered in this order:
    - Eliminate the hazard
    - Substitute the hazard for a less hazardous process/material
    - Minimize the hazard:
      - Reduce the amount of hazardous materials being stored
      - Reduce the # of items of hazardous equipment
      - Reduce the usage of hazardous plant or materials
    - Engineering controls
      - Control at the source e.g. process automation or changes in design
      - Physical barriers e.g. machine guards or automatic lock out systems
      - Controls to reduce exposure e.g. partial enclosure, ventilation, dust suppression
      - Segregation – time. e.g. do hazardous operations when people are not present
    - Administrative controls
      - Job rotation
      - Safe systems of work
      - Good housekeeping
    - Training and supervision
    - Personal protective equipment

**Do not recommend safe work practices/procedures as the sole or main control if the hazard can be eliminated, substituted or controlled by engineering solutions.**

- Employer or designate, in consultation with the site Co-chairs or their designates and the assistance of the SHA OHS support person, writes a report that includes:
  - A description of the incident
  - Any graphics, photographs or other evidence that may assist in determining the cause or causes of the incident
  - An explanation of the cause or causes of the incident
  - The immediate corrective action taken

- Any long-term action that will be taken to prevent the occurrence of a similar incident or the reasons for not taking action
- Follow Up
  - Employer or designate: Communicate the report to LRWS, SHA-OHS Department, workers, management, OHC, department safety committee. It may be appropriate to communicate to other departments such as Risk Management or Infection Prevention and Control.
  - Employer or designate: Develop a timetable for corrective actions and implement the corrective actions.
  - OHC: Monitor that the scheduled actions have been completed
  - OHC: Post the action taken as well as any decision not to act
  - OHC: Confirm that the action taken has resolved the problem
  - Employer or designate: Check the condition of injured workers
  - Employer or designate: Inform and train other workers at risk
  - Employer or designate: Re-orient injured workers on their return to work

**Non-Compliance/Breach:**

Non-compliance with this procedure 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 Act.

Review Dates:

January 1, 2017

September 28, 2017

March 26, 2018

October 29, 2018

May 1, 2019

# Manager – Dangerous Occurrence/Serious Accident/Critical Incident Investigation Tool

Manager & Director on Call is notified of a Dangerous Occurrence/Serious Accident/Critical Incident via Employee/Supervisor and/or Safety Alert System/IRL

Manager requests worker(s) on site to secure the scene & not to disturb scene after emergency response

Manager attends to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

(1) Notify LRWS by phoning (306) 933-5052, as soon as reasonable possible, if the incident meets definition and (2) Request Support from OHS Support Person

Investigate with the OHC Co-Chairs & OHS Support Person using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

## Identify witnesses

Immediately list those directly involved, including the injured person

Public/visitors/clients

Anyone who was in vicinity immediately before, during, after incident

Inform witnesses the purpose is fact-finding, not blame

## Survey the scene & gather physical evidence

Environmental conditions (lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)

Record scene (take pictures, sketches, measurements, etc.)

Equipment, materials & tools

Ergonomic conditions (weight, forces, postures, etc.)

## Interview witnesses

Interview other appropriate personnel

Supervisor(s)

- Experience/training
- Workload
- Expectations /Accountability, etc.

Co-workers

- Safety culture
- Conflicting expectations
- Training and effectiveness

Trainers

- General training
- Specific to prevent reoccurrence, etc.

## Gather documentation

Orientation, training, maintenance records

Equipment manuals, Safety Data Sheets

OHC Minutes & inspections

Policy & Procedures

Safe Work Procedures & Job Safety Analysis

Previous incident reports

Staffing level/overtime

## Analyze the evidence and determine direct, indirect and root cause

Determine gaps in evidence

Determine direct, indirect and root cause(s)

Task, equipment, materials, people, procedures

Hierarchy of Controls

- Eliminate the hazard
- Substitute for less hazardous process/material
- Minimize amount of hazard
- Engineering controls (control at the source)
- Administrative controls (job rotation, safe systems of work, housekeeping)
- Training & supervision
- Personal protective equipment

Write the Investigation Report: (1) description of incident (2) graphics (3) explanation of cause(s) of incident (4) immediate corrective action(s) (5) long-term action to prevent incident

(1) Fax the Investigation Report to LRWS (306) 933-7339 and (2) email/fax to local OHS office [OHSIntake@saskatoonhealthregion.ca](mailto:OHSIntake@saskatoonhealthregion.ca) or fax (306) 655-0124

Saskato

## Follow up

- Develop a timeline for corrective actions and implement the corrective actions
- Check the condition of injured workers
- Inform and train other workers at risk
- Re-orient injured workers on their return to work

# Occupational Health Committee Investigation Tool

OHC Co-Chairs are notified of a Dangerous Occurrence/Serious Accident/Critical Incident

OHC Co-Chairs present to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

Investigate with the Manager/Designate & OHS Support using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

## Identify witnesses

Immediately list those directly involved, including the injured person

Public/visitors/clients

Anyone who was in vicinity immediately before, during, after incident

Inform witnesses the purpose is fact-finding, not blame

Inform the witnesses who will be interviewed at a later time

## Survey the scene & gather physical evidence

**Environmental conditions**  
(lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)

**Record scene** (take pictures, sketches, measurements, etc.)

**Equipment, materials & tools**

**Ergonomic conditions** (weight, forces, postures, etc.)

## Interview witnesses

Interview other appropriate personnel

**Supervisor(s)**

- Experience/training
- Workload
- Expectations /Accountability etc.

**Co-workers**

- Safety culture
- Conflicting expectations
- Training and effectiveness
- Suggestions, etc.

**Trainers**

- General training
- Specific to prevent reoccurrence, etc.

## Gather documentation

**Safety Profile**

**Job Safety Analysis**

**Staffing level/overtime**

**Policy & Procedures**

**Safe Work Procedures**

**Orientation, training, maintenance records**

**Equipment manuals, SDS's**

**OHC Minutes & inspections/ Audits**

**Department Safety Committee Inspections**

**Facility Management repairs & assessments**

**Previous incident reports**

## Analyze the evidence and determine direct, indirect and root cause

**Determine gaps in evidence**

**Determine direct, indirect and root cause(s)**

**Task, equipment, materials, people, procedures**

**Hierarchy of Controls**

- Eliminate the hazard
- Substitute for less hazardous process/material
- Minimize amount of hazard
- Engineering controls (control at the source)
- Administrative controls (job rotation, safe systems of work, housekeeping)
- Training & supervision
- Personal protective equipment

(1) Fax the Investigation Report to LRWS (306) 933-7339 and (2) email/fax to local OHS office [OHSIntake@saskatoonhealthregion.ca](mailto:OHSIntake@saskatoonhealthregion.ca) or fax (306) 655-0124

## Follow up

- Monitor scheduled corrective actions
- Post corrective action taken and any decisions not taken
- Confirm corrective actions taken has resolved root cause



# Dangerous Occurrence

## Notification to OHS Division

### Ministry of Labour Relations and Workplace Safety

**Manager, Supervisor or Designate**

Notify

- LRWS by **phone to (306) 933-5052** and by **faxing** this completed form to **(306) 933-7339**, as soon as reasonably possible (i.e. **as soon as area is secured and everyone is safe**) of any occurrence that meets [Regulation 9](#): dangerous occurrences.
- EPP on Call: If notified of the incident, EPP on call may provide this notification to the Division
- OHS Regional Manager: email [OHSINTAKE@saskatoonhealthregion.ca](mailto:OHSINTAKE@saskatoonhealthregion.ca) or fax: (306) 655-0124

<b>Name of each employer, contractor and owner at the place of employment:</b>
<b>Date, time and location of the dangerous occurrence:</b>
<b>Circumstances related to the dangerous occurrence (provide enough detail so that the severity of the risk is clear e.g. #s of employees affected, severity of potential injuries, potential to reoccur):</b>
<b>The name, telephone number and fax number of a person to be contacted for additional information (provide primary and alternate contacts):</b>
<b>Manager/Supervisor Signature:</b>
<b>Date and Time Reported to the OHS Division:</b>



cc: Employer Co-Chair:

cc: Employee Co-Chair:

cc: OHS Regional Manager: email [OHSINTAKE@saskatoonhealthregion.ca](mailto:OHSINTAKE@saskatoonhealthregion.ca) or fax: (306) 655-0124

### Dangerous occurrences<sup>i</sup>

- 9(1)** In this section, “dangerous occurrence” means any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in [subsection 8\(1\)](#), and includes: **SHA Note:** the following list is not exclusive, other occurrences would be considered ‘dangerous occurrences’ if they could have resulted in a death or 72-hour hospitalization.
- (a) the structural failure or collapse of:
    - (i) a structure, scaffold, temporary falsework or concrete formwork; or
    - (ii) all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
  - (b) the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
  - (c) an accidental contact with an energized electrical conductor;
  - (d) the bursting of a grinding wheel;
  - (e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
  - (f) a premature detonation or accidental detonation of explosives;
  - (g) the failure of an elevated or suspended platform; and
  - (h) the failure of an atmosphere-supplying respirator.
- 9(2)** An employer, contractor or owner shall give notice to the division as soon as is reasonably possible of any danger occurrence that takes place at a place of employment, whether or not a worker sustains injury.
- 9(3)** A notice required by subsection (2) must include:
- (a) the name of each employer, contractor and owner at the place of employment;
  - (b) the date, time and location of the dangerous occurrence;
  - (c) the circumstances related to the dangerous occurrence;
  - (d) the name, telephone number and fax number of the employer, contractor or owner or a person designated by the employer, contractor or owner to be contacted for additional information.
- 9(4)** An employer, contract or owner shall provide each co-chairperson or the representative with a copy of the notice required by [subsection \(2\)](#).

### Accidents causing serious bodily injury<sup>ii</sup>

- 8(1)** An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that:
- (a) causes or may cause the death of a worker; or
  - (b) will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.

## *Dangerous Occurrence Investigation Report Form*

*Follow-up after a Dangerous Occurrence (OHS Reg 31)*

<b>Site and Department:</b>
<b>Manager:</b>
<b>Injured Worker:</b>
<b>Occupational Health Officer:</b>
<b>Reference # (If Officer Report Received):</b>

<b>Location of Accident:</b>
<b>Date and Time of Accident:</b>

<b>Incident Description</b>
<p>What happened and how it happened. (Include information learned from inspection and from interviews with workers, supervisors, witnesses, experts): Pictures and/or sketches of site layout/dimensions to be included here or attached.</p>
<b>Investigation</b>
<b>Related Legislation</b>
<p>Quote the legislation and whether each of the requirements was met</p>

<p><b>Other reference documentation</b>  e.g. CSA Standards, other applicable Standards or Codes, manufacturer operating and maintenance manuals. Quote the document and whether the requirements and/or procedures were followed. (attach documents or parts of documents as appropriate)</p>
<p><b>Operational/maintenance documents</b>  List here and attach (e.g. certificates, records, invoices, technicians or inspectors names and contact numbers)</p>
<p><b>Service Provider (i.e. contractor) documents</b>  Ensuring service provider is competent for the work contracted e.g. maintenance contract, etc.</p>
<p><b>Training records</b>  List and attach records for workers and supervisors including content of training and dates</p>
<p><b>Other</b>  Any other information that helps explain why the incident happened</p>
<p><b>Causes</b></p>
<p><b>Direct and Indirect causes</b>  (summary of problems identified in investigation notes above)</p>

<b>Root cause(s)</b> (summary of root cause identified in investigation)
<b>Corrective Actions</b>
<b>Short term</b> What was done immediately to control the immediate causes/risks; include person responsible and target date or date completed
<b>Long term</b> To control the root causes; include person responsible and target date
<b>Actions to prevent occurrence at other facilities or departments</b>

(Print name)	
Report prepared by:	Date:
Email address:	Phone:

(Print name)	
Reviewed by:	
Signature:	Date:

(Print name)	
Reviewed by:	
Signature:	Date:

Co-chair certification	
We certify that this report was prepared in consultation with the site co-chairs or designates:	
Employer co-chair signature	
Employee co-chair signature	

Cc: Site OHC co-chairs

SHR OHS Regional Manager: [OHSINTAKE@saskatoonhealthregion.ca](mailto:OHSINTAKE@saskatoonhealthregion.ca) or fax (306) 655-0124

<sup>i</sup> The Occupational Health and Safety Regulations, 1996; Regulation 9, Statutes of Saskatchewan

<sup>ii</sup> The Occupational Health and Safety Regulations, 1996; Regulation 8, Statutes of Saskatchewan