## Procedure

This Standard Operating Procedure (SOP) is to outline the requirements for the following:

- Injury reporting
- Serious Incident as defined by Workplace Safety and Health
- Incident Investigation
- Near Miss Investigation

### Injuries Reporting

1. Worker reports the injury to the supervisor.
2. Worker completes Notice of Injury form and submits to the supervisor.
3. Supervisor ensures all information and signatures are complete on the form.
4. If the worker is seeking medical attention, the supervisor provides a Workplace Capabilities Form.
5. Supervisor scans Notice of Injury Form to the “Green Card Group” address on printer.
6. Physical Plant Health and Safety in conjunction with EHS and WCB start the investigation.

### Serious Incident as Per Workplace Safety and Health

**Definition – from Part 2 of the Manitoba Workplace Safety and Health Regulation:**

2.6: In sections 2.7 to 2.9, "serious incident" means an incident

(a) in which a worker is killed;

(b) in which a worker suffers
   (i) an injury resulting from electrical contact,
   (ii) unconsciousness as the result of a concussion,
   (iii) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot,
   (iv) amputation of an arm, leg, hand, foot, finger or toe,
   (v) third degree burns,
   (vi) permanent or temporary loss of sight,
   (vii) a cut or laceration that requires medical treatment at a hospital as defined in The Health Services Insurance Act, or
   (viii) asphyxiation or poisoning; or

(c) that involves
   (i) the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
   (ii) an explosion, fire or flood,
   (iii) an uncontrolled spill or escape of a hazardous substance, or
   (iv) the failure of an atmosphere-supplying respirator
In case of a serious incident:

1. The supervisor preserves the incident scene and ensures the area is safe if possible.
2. The supervisor calls 911 if needed or makes arrangements for first aid etc.
3. The supervisor notifies Physical Plant Health and Safety immediately.
4. Physical Plant Health and Safety notifies Workplace Safety and Health by the fastest means possible.
5. Physical Plant Health and Safety notifies the PP LASH Co Chairs as soon as possible.
6. Workplace Safety and Health will indicate whether they are coming to investigate. If so, the scene is preserved until the Officer arrives. Everyone is responsible to cooperate with any instructions given by the Officer.
7. If Workplace Safety and Health indicates that Physical Plant should perform their own investigation, follow the steps for Incident Investigation below.
8. Worker and supervisor follow the procedure for Injury Reporting.

INCIDENT INVESTIGATION

NOTE: For injuries caused by a worker’s own medical condition, an incident investigation is not required.

1. Physical Plant Health and Safety reviews with EHS and WCB, all submitted Notice of Injury forms and determines what level of investigation is needed. All incidents are entered into the VELOCITY EHS program and assigned to either the supervisor or Physical Plant Health and Safety for investigation.

2. The incident is assigned to the supervisor to complete the VELOCITY EHS investigation if:
   - The worker did not miss time or seek medical attention; or
   - The worker sought medical attention but did not miss time beyond the day of injury; or
   - The hazard is sufficiently controlled, i.e.: not likely to cause injury to another person; AND
   - The worker does not request investigation by a PP LASH rep

3. The incident is assigned to Physical Plant Health and Safety in order to coordinate an in-person group investigation if:
   - The incident met the criteria for a serious incident as described above; OR
   - The worker sought medical attention and missed time beyond the day of injury; AND
   - The hazard is not sufficiently controlled, i.e.: likely to cause injury to another person

4. When the supervisor is responsible for an incident investigation, they will complete the “Incident Investigation,” and “Corrective Action” portions of the VELOCITY EHS file for that incident.

5. For an in-person group investigation, Physical Plant Health and Safety will send a meeting request to the following:
   - The supervisor, and add a note for them to invite the worker
   - The PP LASH worker co-chair (can delegate to another LASH member if not available)
   - Any additional guests or witnesses that may aid the investigation

   The meeting request will have an attached copy of the Notice of Injury form.

6. The method of the investigation will be: Physical Plant Health and Safety will review the information in the First Report tab in VELOCITY EHS to ensure all info is accurate. As a group, they will answer all the questions in the Investigation tab, and assign actions in the Corrective Actions
tab. Physical Plant Health and Safety Programs will record using a computer. All participants must agree on the corrective actions before the investigation is concluded.

7. After this portion of the investigation is complete, VELOCITY EHS automatically forwards it by email to management for review. It also automatically sends email notification to anyone who is assigned a corrective action.

8. The incident can be closed in VELOCITY EHS when all corrective actions are closed and management review is complete. All relevant documents should be saved as attachments as part of the VELOCITY EHS report.

NEAR MISS INVESTIGATION

1. Worker fills out Near Miss form and submits to supervisor.
2. Supervisor sends by email to Physical Plant Health and Safety.
3. PP Health and Safety makes a decision with the supervisor and worker to determine whether an in-person investigation is required.

   The Supervisor can investigate and enter the near miss in VELOCITY EHS if:
   - The hazard is sufficiently controlled, i.e.: not likely to cause injury to another person; AND
   - The worker does not request investigation by a PP LASH rep.

   PP Health and Safety will coordinate an in-person investigation following the procedure above, if:
   - The hazard is not sufficiently controlled, i.e.: likely to cause injury to another person; OR
   - The worker requests an investigation by a PP LASH rep.

4. PP Health and Safety enters the near miss in VELOCITY EHS and delegates the investigation to the supervisor or PP Health and Safety based on the criteria in step 3 above.

5. After this portion of the investigation is complete, VELOCITY EHS automatically forwards it by email to management for review. It also automatically sends email notification to anyone who is assigned a corrective action.

6. The incident can be closed in VELOCITY EHS when all corrective actions are closed and management review is complete. All relevant documents should be saved as attachments as part of the VELOCITY EHS report.