

Incident Occurs

Initial Response
1) Assess risk and secure the Scene
2) Treat & protect personnel
3) Establish Safe Boundaries
4) Protect & Preserve the Incident Scene to the fullest possible extent while ensuring Safe conditions
(If, while securing scene - evidence or scene must be disturbed – ensure records are kept – photographs / document)
5) Ensure safety of all personnel (Company, Contractor –compliance with safety standards)

1) Establish appropriate company phone numbers to complete notification – designate contact person & back-up
2) Contact government’s WHS (1-866-415-8690) - Complete incident notification process

Evaluate severity of incident & determine if reportable to WHS (OH&S Act section 18(2) & OHS code section 544)

In addition - Prime Contractor or Owner responsible to notify appropriate agencies for Emergency Response or Criminal Activity if required (ERCB, Local Fire Dept., Transport Canada, RCMP)

1) Determine lead investigating Agency - WHS, RCMP, EUB, DOT etc
2) Establish single Company Contact person for overall incident management – Internal and communication with OHS officer
3) Contact Company Law Dept (or outside counsel) – determine Law Department involvement

1) Confer with WHS Officer before initiating Operations activities

1) WHS have control of scene and activities until released to company

WHS on-site investigation? WHS decision

Initiate Company Incident investigation process – Note: May occur in parallel with WHS investigation

1) Establish Company management personnel for daily review of investigation status
2) Review guidelines for WHS incident investigations – Control of scene, access to information and personnel, etc.
3) Determine information to be collected/preserved

Identify Key Personnel/Witness’s for Incident Investigation
• Counsel personnel in safe area to avoid cross contamination of evidence.
• Consider the requirements for witness preparation
• Consider the requirements for Critical Stress debriefing.
• Consider having witness’ independently document their observations both before and during incident – review with Company management for clarity, completeness
• Consider debrief process for witnesses post interview with WHS officer

Establish timing for WHS Officer to arrive at scene - determine what interim steps should be taken
• Ensure that witness’s will be available to interview by WHS Officer

• Work with WHS Officer to gather information, materials, samples, equipment, data etc.
• Ensure safety of all personnel (Company, Contractor, WHS Investigating Officers–compliance with safety standard
• Consider photographing aspects of the Incident Scene
• WHS Officers have full authority for their investigation

Record & Obtain Receipts for all documentation, material, equipment, etc. requested by WHS
• Ensure there is a company focal point to manage this process
• Do not provide extraneous material that is not directly related to the Incident

WHS Issues Orders where applicable
WHS releases scene and direction of activities to Owner – WHS continues internal review process – 3 possible outcomes;
- WHS can require responsible party’s report be made readily available; or
- WHS investigation report issued to all stakeholders; or
- Alberta Justice to lay charges (2 yr less a day) – summons issued to party charged

Complete company internal incident investigation – determine root cause
• Prepare incident investigation report per section 18 of OHS Act – review for completeness and correctness - ensure address time frame and process steps leading up to incident

Establish Corrective Actions

1) Address causes of incident – may be direct, indirect, root causes
2) Address other findings (direct or systemic) from incident investigation process