



## **INJURY, ILLNESS AND INCIDENT REPORTING**

### **Applicable Legislation & Standards**

Dale Coleman Construction Limited are Project Managers and General Contractors. Our company is committed to adhere to the following legislation and standards:

-OHSA, Part III – Duties of Employers and Other Persons

- Section 25(2)n, 26(1)e, Duties of Employers

- Section 28(1)c, d, Duties of Workers

-OHSA Part V – Right to Refuse

- Section 43(4), Refusal to work

-OHSA, Part VII – Notices

- Section 51, Notice of injury or death

- Section 52, Notice of accident, explosion, fire, or violence causing injury

- Section 53, Accident, etc., at project site or mine.

We are not Federally regulated. As such the Canada Labour Code, Part II would not apply.

### **Purpose**

Our objectives are simple: zero accidents; zero lost time; carefully planned work; well-trained personnel; and a positive, productive, and safe working environment. With this program we want to provide our employees with a clear comprehensive description of how to report injuries, illnesses and incidents internally and externally.

To achieve these objectives, we will maintain and enforce a thorough and straightforward health and safety program in cooperation with all our subcontractors. As with most aspects of our projects, our subcontractors' assistance and support are needed and expected.

It is our policy to execute all our work in a safe and productive manner in accordance with the Occupational Health and Safety Act and the Regulations made under the Act. We are committed to protecting the health and safety of everyone who works on our projects.

## **Scope**

Dale Coleman Construction Limited is aware that this program and its objectives include everyone in our organization:

- President / Vice President (Employers)
- Project Managers
- Superintendents / Supervisors
- Health & Safety Representative
- Carpenters / Labourers
- Subcontractors

## **Definitions and Acronyms**

“Our company / the company” = Dale Coleman Construction Limited

“H & S” = Health & Safety Program

“OHSA” = Occupational Health and Safety Act

Injury = an incident that results from a workplace event that causes harm to a person. Examples are cuts, fractures, sprains, etc.

Occupational illness = means a condition that results from exposure to a physical, chemical, or biological agent, to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired thereby. Includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997. (OHS Section 1).

## **Roles and Responsibilities**

### **President / Vice President / Management**

- Ensure that all employee is provided with the information, instruction, and supervision to protect their health and safety.
- Report a work-related accident to the WSIB within 72 hours of the accident occurring (WISB Form 7).
- Notify Ministry of Labour of a critical injury immediately after the accident scene has been secured.
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally medical practitioner and to such other persons as may be needed.
- Take every precaution available to ensure the safety of workers on site.

### Project Managers

- If the President/Vice President is not immediately available; notify Ministry of Labour of a critical injury immediately after the accident scene has been secured.
- Implement, support, and enforce the H&S program at the project level.
- Communicate with the President / Vice President on Ministry of Labour requirements such as Notice of Project and Notices of Accidents and Injuries.
- Review the site H&S program with supervisors and subcontractors before they start work, identifying responsibilities and promoting cooperation.
- Provide orientation for new workers and ensure all workers receive, at a minimum, training in Working at Heights and WHMIS.
- Take every precaution available to ensure the safety of workers on site.

### Superintendent / Job Supervisor

- The superintendent will ensure that any accidents or incidents requiring investigation are reported to Project Manager or/and President/Vice President.
- In the event of a critical injury the superintendent/supervisor will secure the scene and immediately contact President/Vice President or if no immediate response the Project Manager.
- Will conduct an accident investigation and prepare a written report for any accident requiring investigation.

### Health and Safety Representative

- Inspect work areas regularly to identify any hazards, complete weekly inspection checklist and maintain file on site.
- Obtaining health and safety related information from the employer and making recommendations about health & safety in the workplace.
- Inspecting the site of a critical injury or fatality at a workplace
- Report hazards or concerns immediately to superintendent/supervisor.
- Assist/participate in accident investigations and work refusals.

### Workers

- All injuries, accidents and near misses must be reported; no matter the severity of the accident, it must be reported to the superintendent/supervisor.
- Notify site superintendent/supervisor of any lost-time injuries, medical aid cases and reportable occurrences on the project.
- Report to superintendent/supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which could endanger himself, herself, or another worker.
- Report to superintendent/supervisor any contravention of a OHS regulation or the existence of any hazard that he or she is aware of.
- Cooperate in accident investigation and reporting.
- Take every precaution available to ensure the safety of workers on site.

### Subcontractors:

- Before starting work, ensure that they are following our company's H & S program.
- Report all accidents, injuries, and near misses to their site superintendent/supervisor. This would include any lost-time injuries, medical aid cases and reportable occurrences on the project. Follow emergency response plans when necessary.
- Record and report where required as an "employer" all accidents, injuries, and near misses.
- Cooperate in accident investigation and reporting. Comply with all requirements under sections 25 through 28 of the OHSA.
- Take every precaution available to ensure the safety of workers on site.

### **PROCEDURES**

#### President / Vice President / Management Responsibility

In case of critical injury:

- Contact MOL immediately after seen is secure.
- In a medical emergency provide information in the possession of the employer, including confidential business information, to a legally medical practitioner and to such other persons as may be needed.
- Review all reports submitted by Superintendent/Supervisor or Project Manager
- Relay any findings from reports to Superintendent/Supervisor or Project Manger

In case of accidents, injuries, and near misses:

- Employers will report a work-related accident to the WSIB within 72 hours of the accident occurring (WSIB Form 7).
- Review all reports submitted by Superintendent/Supervisor or Project Manager
- Relay any findings from reports to Superintendent/Supervisor or Project Manager

#### Project Manager

- If the President/Vice President is not immediately available, contact MOL in case of critical injury after seen is secure.
- If the President/Vice President is not immediately available, in a medical emergency provide information to a legally medical practitioner and to such other persons as may be needed.
- Report all accidents, injuries, and near misses to the President/Vice President.

#### Superintendent/Job Supervisor

- Will ensure that any accidents or incidents requiring investigation are reported immediately to the President/Vice President and/or Project Manager and the H&S Representative.
- Will conduct an accident investigation and prepare a written report (Coleman Construction Accident Report Annex #3) for any accidents requiring investigation.
- The report and its conclusions will be kept on file and will be given to both President/Vice President as well the findings will be relayed to the workers to avoid such accidents in the future.
- All actions taken to rectify the findings of the investigation will be documented and given to the President/Vice President.

### Health and Safety Representative

- Will assist/participate in accident investigations and work refusals.
- Will conduct inspection of a critical injury or fatality site at a workplace.

### Workers

- Report all injuries, accidents, and near misses to superintendent/supervisor; no matter the severity of the accident, it must be reported to the superintendent/supervisor.
- Notify site superintendent/supervisor of any lost-time injuries, medical aid cases and reportable occurrences on the project.

### Subcontractors:

- Report all accidents, injuries, and near misses to their site superintendent/supervisor. This would include any lost-time injuries, medical aid cases and reportable occurrences on the project. Follow emergency response plans when necessary.
- Cooperate with any accident investigation and reporting.

### **COMMUNICATION:**

Once our Health & Safety Policy is reviewed/updated yearly it will be sent out by email to all our employees from the President to the hourly Labourers. The Policy will be sent in both official languages (English and French). For employees that do not have email we will mail out a hard copy to their home address. A copy of our policy will also be posted on our office bulletin board (near entrance to be easily visible for everyone) and on safety boards located on every job sites.

More specifically, our Injury, Illness and Reporting program will be sent out as a separate item once a year to bring focus on the procedures and responsibilities of everyone should an incident or injury happen at our job sites.

Although the Policy/Program will only be sent out on a yearly basis we will be sending out Health & Safety information/reminder posters on a bi-weekly basis with payroll.

Regarding new hires, it will be mandatory that new hires sign off on reading and understanding our Health & Safety Policy / Programs before their first shift with our company.

Subcontractors and Trades, all subcontractors / trades that are working on our job sites must sign off on reading and understanding our Health & Safety Policy / Programs.

## **TRAINING:**

### **President/Vice President/Project Managers/ Superintendents / Supervisors /Health & Safety Representative/ Subcontractors**

- Review and be knowledgeable of OHSA, Part III – Duties of Employers and Other Persons -
  - Section 25(2)n, 26(1)e, Duties of Employers
  - Section 28(1)c, d, Duties of Workers
- Review and be knowledgeable of OHSA Part V Right to Refuse- Section 43(4), Refusal to work
- Review and be knowledgeable of OHSA, Part VII – Notices
  - Section 51, Notice of injury or death
  - Section 52, Notice of accident, explosion, fire, or violence causing injury
  - Section 53, Accident, etc., at project site or mine

In addition to reviewing the above our President/Vice President/ Project Managers/Superintendents and Supervisors will need to be up to date with their Supervisory Health & Safety Awareness and First Aid courses.

### **Carpenters / Labourers (worker)**

- Review and be knowledgeable of OHSA, Part III –Duties of Other Persons
  - Section 28(1)c, d, Duties of Workers
- Review and be knowledgeable of OHSA Part V Right to Refuse- Section 43(4), Refusal to work

In addition, our workers will need to be up to date with their First Aid and required courses as per our H&S Policy.

## **Evaluation**

### **Surveys**

Twice a year we will send out a survey to review the knowledge/opinion of employees of our H & S Statements and Policy. Our survey will also contain a section where employees can comment on the company's ability to deal/manage injuries, illnesses, and incidents on our job sites.

The first survey will be sent out 2 to 4 weeks after we have updated and delivered our yearly H&S Statement/Policy. The survey will be to verify the understanding of our policies and to view how H&S is viewed in our company. We will be reviewing our H&S in January of every year and releasing it early to mid February. Our second survey will be sent later in the year (mid October to mid November) to receive feedback/opinions on our current H&S so that they can be taken into consideration for the upcoming policy renewal.

### Employee Safety Knowledge Reports

Our Project Managers / Supervisors will need to complete an Employee Safety Knowledge report quarterly on the job site that they are managing. The report is based on questions asked to workers and observations done while work is being conducted. Reports will be submitted to senior management (President/Vice President) for review.

### President/Vice President/Health and Safety Representative

Once a year (November/December) a review of the injury/illness/incident reports that were filed during the year will be conducted. The reports will be examined for its completeness and any areas of improvement that can be made in the future.

### **Forms and Records**

The list below indicates the location where to find all documents pertinent to Health and Safety of our company.

#### Injury, Illness and Accident Reports:

- Coleman Construction Ltd shared iCloud drive
- Under Coleman Construction Ltd,
- Administration – Documents,
- Health and Safety
- Injury, Illness and Accident Reports

#### Health Safety Policy:

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents,
- Health and Safety

#### Training Records:

- Coleman Construction Ltd shared iCloud drive
- under Coleman Construction Ltd,
- Administration – Documents
- Personnel information – Licenses – Training-Resumes
- Employee's Name

#### Training Matrix – Documentations and Manuals

- Coleman Construction Ltd shared iCloud drive
- Under Coleman Construction Ltd,
- Administration – Documents
- CCL Policies -Protocols

