



## Hazardous Condition & Incident Reporting

The purpose for this procedure is to establish guidelines to notify management personnel in writing about conditions that appear hazardous and for reporting and investigating incidents and for implementing the Medical Emergency Response Plan. An incident includes:

1. A serious or minor injury or occupational illness to a Niagara Concrete Canada employee.
2. A serious or minor injury or occupational illness to a non-employee or visitor.
3. Property damage to Niagara Concrete Canada equipment.
4. Property damage to non-company property or equipment involving a Niagara Concrete Canada employee.
5. Damage or structural failure to a building.

**All incidents must be reported to the Safety Manager immediately.**

### Job Foreman Responsibilities:

#### Determine the severity of the injury.

#### 1) Serious Injury

- a) **THE FIRST CONCERN** at the incident scene is to care for the injured person. Secure the incident scene and provide initial care for the injured person. **DO NOT MOVE A SERIOUSLY INJURED OR UNCONSCIOUS PERSON** unless he/she is in further danger.
  - b) If serious injury or illness occurs at an industrial site request an ambulance or other emergency services response team from the host company.
  - c) If a serious injury or illness occurs at other locations, call for an ambulance.
  - d) Communicate the exact location on the job site where the injured person is located.
  - e) Provide general information regarding the nature of the injury (shock, amputation, fall, etc.) to the emergency responders when the call is made.
  - f) Assign someone to secure access to the injured employee and to meet the emergency responders at the job entrance to guide them to the injured employee.
  - g) Protect other employees and property
  - h) Notify the Safety Manager ASAP cell (289-686-9711)
  - i) Secure the incident scene and complete a thorough investigation
- 2) **Minor Injury** - Minor injury or illness incidents include cuts and muscle strains which do not impair the ability to work. These injuries involve first aid treatment and must be reported.
- a) Assure that first aid treatment is provided.
  - b) Notify the Office for further instruction cell (289-686-9711).
  - c) Do not allow the injured employee to leave the jobsite alone.
  - d) Secure the incident scene and complete a thorough investigation.