



MAJOR INCIDENT REPORTING PROCEDURE

Minor Incident Reporting Requirements;

Scene Management – How to manage the incident scene for proper investigation

Emergency Contact information – Who to call and what information to give

Evidence Collection – How to properly gather evidence for HSE & Investigation team

Vehicle Accident Reporting Package – Information needed for reporting vehicle accidents

Injury Reporting Package – Information required when reporting an injury for a workplace incident

Witness Statements – Completed by all crewmembers or persons in attendance to the incident.

INCIDENT REPORTING & EMERGENCY RESPONSE PLAN

Incident/Accident Classification

For the purpose of this plan there will be two levels of emergency response; Major and Minor. The steps for the most appropriate response are dependent on classification of the situation, as will be indicated in the respective sections below.

Determining Incident Classification

The person discovering the incident/accident (for the purposes of this plan shall be called scene commander) or the Supervisor(s) of workers directly involved, will be responsible for determining if the incident/accident is Major or Minor as well as ensuring the appropriate steps are followed in accordance with this plan.

Minor Emergency

Definition:

A MINOR incident is defined as a situation that can be controlled, cleaned up, treated or otherwise rectified within 10 minutes and/or with minimum manpower and equipment that is immediately available at the site; if the incident doesn't have the potential to impact the environment, property/buildings, or affect the safety of the public.

Examples include:

- Injury/illness that can be treated by workers (only those trained in First Aid)
- A small fire that can be put out by one fire extinguisher

Reporting and Control of Minor Emergencies

The person who discovers the situation will

- Notify the supervisor
- Control/Assist in the control of the situation, if safe to do so
- Provide a verbal report to Operations manager as soon as reasonably possible
- Provide a written report of the incident/accident within 48 hours to be given to the Supervisor

Supervisor:

- Determine and initiate any further cleanup or control measures as required
- Capture the incident scene as soon as the spill is under control with pictures using the Scene Management guidelines
- Provide a report to the Prime Contractors Safety Officer

Safety Coordinator:

- Report to the appropriate authorities if necessary or required by legislation
- Complete an Incident/Accident Investigation Report
- Review Report with Operations Manager

Major Emergency

Definition:

A Major Emergency is defined as a situation beyond the limitations as outlined in "Minor Emergencies", the Supervisor determines that additional resources are required to attain control, the emergency has the potential to impact the environment, property/buildings, and affect public and worker safety.

Examples include:

- Small fire that is put out but flares up again
- Serious injury accident or fatality
- Any situation that has to be reported to government authorities(federal, provincial or municipal)
- Vehicle/Equipment accidents or failures

Reporting and Control of Major Emergencies

The person discovering the situation will:

- Notify the Supervisor immediately
- Attempt control or remain on the scene to provide assistance, if it is safe to do so
- Initiate an evacuation if necessary
- Secure the area to keep others a safe distance away

Responsibilities

Supervisor:

- Assess the scene to establish if additional resources are needed and call for assistance if necessary
- Direct personnel on hand to:
 - I. Gather equipment and materials needed to immediately control / contain the situation
 - II. Aid in the situation in way possible provided it is safe to do so
 - III. Secure the area if not already done
 - IV. Notify the Prime Contractor and relay:
 - a. Nature of emergency
 - b. Location of emergency
 - c. Location of Command post or muster point
 - d. Any action taken to minimize the effects of the emergency
 - e. Additional equipment, materials or personnel needed
- Continue control measures until additional help arrives

Operations Manager:

- Notify Safety Coordinator of the situation
- Proceed to the situation and take over as Incident Commander

Safety Coordinator:

- Inform appropriate government and jurisdictional authorities if required
- Proceed to the emergency site and assist and advise the incident commander
- Be the ongoing liaison with government agency personnel and other authorities
- Complete an Incident/Accident Investigation & Report

If explosives or flammable materials are involved the supervisor will contact the appropriate authorities. (See spill Response ERP)

On-Site Notification of an Emergency

In order to communicate quickly to all personnel on site that an emergency has/is taking place, a worker or supervisor will sound a vehicle horn or any other method necessary.

Emergency Guidelines

- Have a qualified individual provide immediate treatment to their level of capability
- Do not move the injured person(s) or disturb the scene unless:
 - a. Not doing so will result in further injury
 - b. The incident was a minor one and treatment has been rendered by a qualified person
- If it is a serious injury or fatality;
 - a. All work will cease immediately
 - b. DO NOT disturb the scene, pending a WCB investigation
 - c. If a fatality, notify RCMP and WCB IMMEDIATELY
 - d. Secure scene, keep out unauthorized persons
 - e. Photograph the scene if possible

In the event that an emergency situation arises, site evacuation should proceed as follows:

- Warn all personnel in the area of the emergency
- Contact the Operations Manager, Supervisor and/or Prime Contractor explaining the reason for the evacuation and the muster point.
- Evacuate in an orderly fashion
- Perform a head count to ensure all personnel are accounted for
- Provide first aid for those affected
- Wait for assistance and further instructions

Reporting Illnesses

Titanium personnel who have an acute illness or injury at the worksite must report their injury and/or illness to Titanium as soon as possible. They are required to fill out Titanium's Injury/Illness Report following any injury/illness, no matter how small.

Ensure to Scan & Email to HSE Manager and Fax to 1-780-875-5249