

APPENDIX A

PROCEDURE FOR NOTIFYING AN ACCIDENT OCCURRENCE

1. Important considerations when an accident occurs.

1.1. Depending on the type of accident, and simultaneously with the activation of the emergency services (OPP, OPPV), the accident site shall be immediately secured to:

1.1.1. Isolate dangers and initiate control of other risks that could originate another accident, by way of barricades, designated persons, equipment or tools.

1.1.2 Preserve the Evidence: The equipment or tools involved in an accident shall not be moved, unless they present a safety hazard.

1.1.3 Prevent the physical-chemical contamination of persons or the environment. Notify ESM if necessary.

1.2 Following the chain of command, notify the immediate supervisor of the accident without delay, and make the necessary consultations on the requirements for drug and alcohol testing.

1.3 Until an accident investigation committee is designated, if necessary, on a case-by-case evaluation and depending on the seriousness of the incident, designate (if possible, at the site of the accident) the person(s) responsible for compiling, safekeeping, and preserving the findings-evidence as soon as possible.

2. Personal injuries and accidents that cause damage to property.

2.1 Initiate the accident investigation as soon as possible, but within the shift during which it occurred, especially if there were injuries.

2.2 Fill out Form 5029.

2.3 Notify the Occupational Safety and Health Specialist assigned to the unit so that he/she may review Form 5029 and insure that the root cause has been determined.

2.4 Forward Form 5029 to the Safety and Industrial Hygiene Unit (RHSH) within ten working days following the accident.

2.5 Coordinate with the Health, Welfare and Occupational Safety Section (RHSS) regarding the reports required for medical treatment and for filing a claim with the Social Security (CSS).

3. Accidents Involving Official Vehicles.

3.1 All official vehicles that sustain damages shall be taken to the Transportation and Maintenance Branch, Transportation and Warehouse Division, for damage assessment.

3.1.1 If the assessment of total damages is less than B/.500.00, the supervisor shall thoroughly investigate and document the incident by filling out the appropriate sections of Form 91 and submitting it in accordance with the instructions in paragraph 4.5.

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3.1.2 If the assessment of total damages is over B/.500.00 and/or there are no personal injuries, the accident shall be investigated in accordance with stipulations set in this standard.

3.2 Fill out Form 5029.

3.3 Notify the Occupational Safety and Health Specialist assigned to the unit so that he/she may review Form 5029 and insure that the root cause has been determined.

3.4 Forward Form 5029 to ESS within ten working days following the accident.

3.5 Fill out Form 91-S.

3.6 Forward the original report (91) to the General Counsel's Office (GC) with one copy to the Ground Transportation Unit (OPTM-T) of the Transport and Deck Assistance Section (OPMT) and to the Warehousing Section (FAAL).

4. Cases of Injured Employees Requiring Hospitalization.

4.1 The supervisor shall immediately notify his/her supervisor and the division manager at any time of the day or night. He/she shall also protect the site of the accident to facilitate the investigation.

4.2 Carry out the accident investigation.

4.3 Fill out Form 5029.

4.4 Notify the Occupational Safety and Health Specialist assigned to the unit so that he/she may review the 5029 and insure that the root cause has been established.

4.5 Forward Form 5029 to RSHS within ten working days following the accident.

4.6 Coordinate with RHSS regarding the reports required for medical treatment and for filing a claim with CSS.

5. Fatal Accidents and Hospitalization of Three or More Employees.

5.1 The supervisor shall immediately notify his/her supervisor and the division manager at any time of the day or night. He/she shall also protect the site of the accident to facilitate the investigation.

5.2 A formal investigation shall be promptly carried out.

5.3 Maritime Incidents: The Operations Department Executive vice-President is responsible for the investigation of these incidents, in accordance with the procedures established in Section 13 of the Maritime Operations Department Maritime Operations Manual.

5.4 Non-Maritime Incidents: The Safety and Industrial Hygiene Unit Supervisor shall establish the accident investigation committee which shall be made up of the RSHS specialist assigned to the unit, the workers' supervisor, and a representative of the employees' division manager.

5.5 Fill out Form 5029.

5.6 Coordinate with RHSS regarding the reports required for medical treatment and for filing a claim with CSS.