



Procedure

Procedure Name	<i>Incident Response, Reporting, and Investigation</i>		
Procedure #	HS 1.5	Parent Policy	HS 1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	August 23, 2021
Procedure Owner	Associate Vice President, Campus Services	Review Date	August 23, 2024
Approved by	Associate Vice President, Campus Services	Approval Date	August 23, 2021

1.0 Purpose/ Background

This Procedure outlines the process for reporting and investigating occupational health, safety, and environment related incidents. This includes all incidents that result in or have the potential to result in occupational injury or illness, damage to property or have an adverse effect on the environment. This document also includes work refusal investigations.

2.0 Definitions

Term	Definition
Adverse effect	Impairment of or damage to the environment, human health or safety or property.
Incidents	An undesired and unexpected event that results in or has the potential to result in injury/illness to a person, damage to property, or adverse effects to the environment.
Potential Serious Injury (PSI)	The incident had a likelihood of causing a serious injury or illness, and there is reasonable cause to believe that corrective action may need to be taken to prevent recurrence.
Reportable environmental incident	Activities which contravene federal, provincial, or municipal environmental legislation and require legislative reporting.
Serious injury/incident	A reportable incident to Alberta Occupational, Health and Safety that results in: <ol style="list-style-type: none"> 1. Fatality. 2. An injury, illness or incident requiring an employee's admission to a hospital. 3. An unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury. 4. The collapse or upset of a crane, derrick, or hoist. 5. The collapse or failure of any component of a building or structure necessary for the structural integrity of that building or structure. 6. Other injuries or incidents specified in the regulations (e.g., work refusals, workplace bullying and harassment).

Undue hazard	A hazard that poses a serious and immediate threat to the health and safety of a person.
Work refusals	A worker may refuse to work at a work site if the worker believes, on reasonable grounds, that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or the health and safety of another worker or person.

3.0 Procedures

- 3.1 Incident investigations contribute to the identification of root causes and prevention of events from being repeated.
- 3.2 NAIT will ensure that appropriate training is provided for employees, regarding incident response, reporting, and investigation.
- 3.3 NAIT employees must promptly report health, safety, and environmental incidents and Work Refusals to the supervisor. Serious incidents must be reported to the employee's supervisor as soon as possible. The supervisor is accordingly responsible to notify Health, Safety, and Environment (HSE). If the supervisor is not readily available, the employee is to notify the next level of supervision and HSE immediately. HSE is responsible for notifications and reporting to Alberta Occupational Health and Safety (OHS), Alberta Environment and Parks (AEP) and the City of Edmonton as applicable.
- 3.4 HSE will review all incidents and investigate serious injuries or incidents, and those that have the potential to cause serious injury, illness, damage to property or adverse effects to the environment.
- 3.5 Corrective actions to prevent incident recurrence should be acted upon and documented by the supervisor.
- 3.6 NAIT is responsible for recording every occupational illness or injury, incident or near miss that occurs at the work site and initiates an investigation when a reportable injury or incident happens, in accordance with legislation.
- 3.7 Work Refusal Investigations:
 - 3.7.1 Under no circumstances will supervisors request that any employee work in dangerous conditions that are not normal for the job, or normal hazards are not properly controlled.
 - 3.7.2 An employee may refuse to do work at a work site if the employee believes, on reasonable grounds, that there is a dangerous condition or undue hazard that constitutes a danger to the employee.
 - 3.7.3 A Work Refusal may occur when:
 - 3.7.3.1 A dangerous condition or undue hazard that develops or is encountered by an employee when:
 - They do not have the training or competence to perform the work.
 - The condition is beyond the employee's ability to manage within the existing controls.
 - The work is considered dangerous and has the potential to cause harm to the employee(s), property, or environment.

3.7.3.2 The employee refuses to perform work because they believe that the dangerous condition has not been remedied and is still present.

3.7.4 Supervisors, in coordination with the Joint Work Site Health and Safety Committee (JWSHSC) and HSE, are responsible for investigating the Work Refusal in accordance with the Alberta OHS Act.

4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure will be documented and formally approved by the Procedure Owner.

Procedure exceptions will include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

5.1 [Alberta Occupational Health and Safety Act, Regulations and Code](#)

5.2 [Alberta Environment and Parks \(AEP\)](#)

5.3 [City of Edmonton](#)

5.4 [HS.PRG.21 - Environmental Reporting Program](#)

5.5 [HS.PRG.26 - Incident Response and Reporting Program](#)

5.6 [HS.PRG.27 - Work Refusal Investigations](#)

Document History

<i>Date</i>	<i>Action/ Change</i>
August 23, 2021	Updated the document to the latest template. Update the Procedure name, including the reporting process. Removed the general principles section. Added the environment component. Updated the definitions table. Removed the records sections (covered in the Program). Related documentation section updated.
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.