

 PROVIDING MORE	CONTRACTOR POST INCIDENT NOTIFICATION CHECKLIST		RELATED DOCUMENT
	Last Reviewed: 2023 Aug. 22	Version: 02	

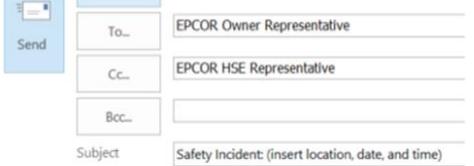
This document outlines the immediate actions required by the contractor following an event. This includes all incidents: occupational injury/illness (including off-site first aid), fatality, property damage, vehicle or equipment damage, utility strike, environmental incidents and near-misses with potential for significant outcomes.

The contractor must report all events to their EPCOR Owner Representative

All Events

- Report event to EPCOR with 30 minutes by voice and email or by alternative means determined during pre-mobilization.
- Review with EPCOR Owner Representative the [Alcohol and Drug Requirements for Contractor](#) to determine if post incident testing will apply. If testing is required:
 - Maintain care and control of the worker for post incident testing (contractor supervisor to provide transportation).
 - Provide to EPCOR status of test result(s). Worker cannot return to site without clearance.
- Provide to EPCOR within 90 minutes the information outlined in Figure 1.
- Provide to EPCOR a more detailed report within 24 hours to include timeline of events prior to, during, and post incident (who, what, how), preliminary findings, worker injury information – if applicable.
- To determine event type, refer to the definitions in [EPCOR Monthly HSE Performance Report Instructions](#)

Figure 1:



Subject line: Safety Incident: (insert location, date, and time)

Details:

- What happened (2-3 sentences)
- Worker impact (if any)
- Customer impact (if any)
- Environmental impact (if any)
- Next actions
- Time of next update
- Attach photos (if available)

Your Name

Your contact information

Injury (also complete the following) and include it in the 24 hour report

- For off-site medical assessment, arrange transport of the injured worker
- Communicate worker(s) injury status to EPCOR Owner Representative (as soon as information is known) and continue to provide updates to EPCOR including reporting the following:
 - Details of medical treatment provided
 - Details of workrestrictions assigned
 - Details of the workers next scheduled shift
 - If work restrictions are assigned or if the injury results in lost-time, details must include when a worker returns to full duties

Significant / Major / Critical (also complete the following)

Any event resulting in:

1. Medical treatment beyond first aid (defined in [EPCOR Monthly Performance Report Instructions](#))
 2. Restricted work, lost time, life-threatening or life-altering injury, fatality
 3. Vehicle and/or equipment damage >\$7,500
 4. Work refusal or stop work order
 5. Regulatory reportable spill, leak or release including threat to water quality
 6. Contact with an active utility service (on prints and/or locate drawing), including arc flash
 7. Near miss with potential for any of the above
- Provide ongoing updates of a worker injury at a frequency determined by EPCOR Owner Representative and the contractor
 - In case of an OHS-Reportable incident, the Prime Contractor (if applicable) will report the event to the regulator
 - Schedule post-incident discovery meeting with EPCOR within 24 hours of the event, or as soon as practicable.
 - Schedule post-incident debrief meeting with EPCOR to review final report (generally within 7 to 10 days of incident).

Current versions of controlled documents are posted on the EPCOR intranet. Versions obtained from other locations are considered uncontrolled. It is the user's responsibility to verify that this is the current version.

PRINTED COPIES OF THIS DOCUMENT ARE VALID FOR 24 HOURS.