

Operational Policy

Policy Title:	Applies to:	Reference #
Hazardous Exposure Investigation and Reporting	All Civic Employees	119-HR-15
Approved by:	Dates:	Total # of Pages
Executive Leadership Team	Effective:	01-Jan-1990
	Last Review:	01-Apr -2015
	Next Review:	01-Apr-2018
Authority:		
People and Organizational Culture		

1.0 Purpose

To ensure appropriate reporting and follow up investigation to injuries or illnesses caused by exposure to hazardous substances.

2.0 Scope

This policy will be applied to all Employees subjected to hazardous exposures during the course of their work.

3.0 Definitions

Hazard

The risk of injury or illness presented by a chemical, biological, physical agent, substance, object or other situation while at work.

Exposure

An event where an employee was subjected to an agent in a sufficient concentration or duration to produce an injury or an illness.

Exposure Types

Biological Exposure: should be considered as having taken place if body fluid was transferred to an employee through a break in the skin surface or through the mouth or eyes.

Environmental Exposure: should be considered as have taken place if the Employee is subjected to environmental extremes due to the failure of a work

process, facility or piece of equipment, e.g. Extreme Hot or Cold Temperatures, Radiation, Light, Smoke, Dust.

Chemical Exposure: should be considered as have taken place if the Employee is subjected to the uncontrolled release of a chemical agent that has contacted the skin or entered the employee's body.

4.0 Policy

The City of Regina is committed to investigating incidents of hazardous exposure in the workplace in an effort to prevent future occurrences through education, training, and other preventative measures.

5.0 Roles & Responsibilities

Workplace Health and Safety Branch, People and Organizational Culture □

- Communicate the intent and guidelines of this policy.
- Provide support to a Branch by assisting them with an Employee who may require counselling, health education, referral or assisting as required.
- Provide support to a Branch to assist them with a hazardous exposure investigation.

Management and Supervisors

- Provide support to any Employee by making counselling available, health education, caregiver referral or assistance as required.
- Issue the appropriate exposure forms with instruction for completion.
- Ensure an investigation is conducted into the event.
- Ensure proper protective clothing and equipment is available and used.
- Medical information will be administered through the Workplace Health and Safety Branch. Claims Management, Return to Work, or an Accommodation will be coordinated between the Manager of the work area and the Employee Health and Wellness Representative. At no time should an attempt be made by Management to obtain medical information regarding an Employee's health from the employee's attending physician
- Ensure the Employee's right to privacy and maintain confidentiality.

Employees

- Follow recommended precautionary measures in work areas or situations where hazardous exposure risk may exist.
- Ensure proper protective clothing and equipment is worn for maximum protection as per the Branch's work processes or standard operating procedures.
- Report the hazardous exposure incident immediately to their Supervisor and complete both the *Workplace Injury Report (WIR)* and a *Hazardous Exposure Form*. The completed forms are submitted to the Supervisor for processing.

6.0 Procedures

Immediately following the report of a hazardous exposure incident, the Supervisor will secure the workplace so further exposure to the hazard is not

possible. Once the work site has been secured the Supervisor will provide a *Workplace Injury Report and a Hazardous Exposure Form* to the Employee. If the Employee has been taken to a medical facility for treatment once the Employee is stable to answer questions the forms will be completed.

Once the forms are completed the supervisor will;

- Fax page 1 of the *Workplace Injury Report* to People and Organizational Culture.
- Submit the complete *Workplace Injury Report* and the *Hazardous Exposure Form* to their Workplace Health and Safety Representative for review.
- Inform their OH&S Committee Co-chairs of the event for their participation into the investigation process.
- Inform their Manager of the hazardous exposure.

The Branch Management along with the OH&S Committee Co-chairs will conduct an investigation into the hazardous exposure incident. From the recommendations the Branch will implement measures to prevent future reoccurrences.

If required assistance from the Workplace Health and Safety Representative may be requested.

7.0 Reference Material

Hazardous Exposure Form

8.0 Revision History

Date	Description of Change	Approval Required (y/n)
01-July-2000	Initial Release.	Yes
01-July-2010	Review	Yes
01-Apr-2015	Review	Yes