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# Ontario Power Generation Procedure

<b>TITLE</b>
<b>SAFETY INCIDENT AND REGULATORY EVENT RESPONSE</b>

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<b>PURPOSE</b>
<p>This procedure establishes the requirements for classification, reporting, and recording of worker and contractor safety incidents and regulatory events within Ontario Power Generation (OPG). This procedure applies to:</p> <p>(a) All safety incidents involving workers of OPG while doing work for OPG.</p> <p>(b) Safety incidents involving contractors which occur at OPG workplaces or are associated with OPG operations.</p> <p>This procedure describes reporting and recording requirements for <i>Regulatory Events</i>:</p> <ul style="list-style-type: none"> <li>Ministry of Labour (MOL) Orders or Tickets.</li> <li>MOL Charges.</li> </ul>

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- MOL Visits Not Resulting in Orders.
- Authority to Stop Work Events (by Joint Health and Safety Committee [JHSC] Certified Members).
- *Work Refusal* involving the MOL.
- Electrical Safety Authority (ESA) event safety reporting.
- Technical Standards Safety Authority (TSSA) event safety reporting

DATES (YYYY-MM-DD)	
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- EXCEPTIONS**
- (c) Based on advice from Law Division, all or part of this procedure may be suspended where significant personal or corporate liability issues are associated with a safety incident.
  - (d) Security incidents, including public events such as security breaches that do not meet the criteria for a safety incident, are not covered in this procedure. For guidance on security matters, refer to OPG-STD-0067, Security Incident and Deficiency Reporting and to the local governance for the business.
  - (e) For reporting requirements related to public safety events refer to the appropriate business level authority (BLA).
  - (f) For reporting requirements related to workplace violence or harassment, refer to OPG-PROC-0075, Violence Free Workplace Procedure and OPG-HR-CORP-HR-02, Human Rights and Harassment Procedure.
- This procedure does not define how to respond to an event which does not meet the criteria for a safety incident e.g., non-conformances with health and safety (H&S) management system requirements, Nuclear radiation protection events.

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### 1.0 DIRECTION

#### 1.1 Guiding Principles

- (a) Line management shall meet the requirements for timely reporting and recording of events as described in this procedure and the:
  - Occupational Health and Safety Act (OHSA) and its Regulations.
  - Workplace Safety and Insurance Act (WSIA).
- (b) The Business Level Authority (BLA) should establish a process for dealing appropriately with events, e.g., non-conformances with health and safety (H&S) management system requirements including non work-related illnesses or injuries, which do not meet the criteria for a safety incident.

#### 1.2 Immediate Response to Injury or Illness

- (a) The first priority in the event of any injury or illness shall be to provide assistance to the affected individual. Refer to OPG-PROC-0134, First Aid Requirements.
- (b) This assistance shall be provided according to the *businesses'* local emergency response procedures and should include:
  - (1) Provision of support to the affected worker.
  - (2) Notification of emergency response providers – internal or external.
  - (3) Initiation of the emergency response plan as necessary.
  - (4) Rendering the work site safe to prevent further injury or damage.
- (c) In the event of an electrical contact/ flash incident, Line Management shall ensure that OPG-FORM-0127, Electrical Accident Checklist, is filled out, accompanies any worker whose condition is reviewed by a physician and is provided to the attending physician.
- (d) Secure and preserve the incident scene where necessary, and practical, to do so. Refer to Section 1.4, Securing the Scene and Management Fact Finding.
- (e) Supervisor notifications
  - (1) Contact the Human Resources Service Centre (HRSC); and your local Health and Safety Contact if required. A Health Advisor or WSIB Claim Specialist from Health Services will be assigned to support the supervisor.
  - (2) Complete WSIB forms, Offer of Modified Duties, and other documents as directed by Health Services.
  - (3) Deliver documents as directed by Health Services to the worker, obtain WSIB Form 8 and send to Health Services.

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### 1.3 Safety Incident

- (a) Workers shall immediately report to their supervisor:
  - (1) All accidents, incidents, workplace injuries or occupational illnesses.
  - (2) Any initial or follow-up health care they receive as a result of a work-related injury or illness.
- (b) Line management, with advice and input from Environment Health and Safety (EH&S) and local JHSC members as necessary, shall assess an event to determine if it meets the criteria for classification as a safety incident.
- (c) Where **all three of the following conditions are met**, the event shall be classified as a safety incident:
  - (1) There is an unwanted energy flow or reasonable potential for unwanted energy flow with sufficient energy to cause a work-related injury or illness to an OPG or *contractor* worker.
  - (2) Control of energy was less than adequate (e.g., lack of planned, deliberate barriers or safety barriers that were ineffective, weak, missing).
  - (3) OPG or *contractor* worker exposure, or likelihood for exposure, to the unwanted energy or hazard exists.
- (d) Refer to Figure 1, Determination of a Safety Incident, for a flow chart illustrating the safety incident decision process.
- (e) Line management shall ensure safety incidents are recorded in one of the following:
  - (1) Nuclear Station Condition Record (SCR). Refer to N-PROC-RA-0022, Processing Station Condition Records.
  - (2) OPG Corporate Report of Incident/Injury.
  - (3) myCority.

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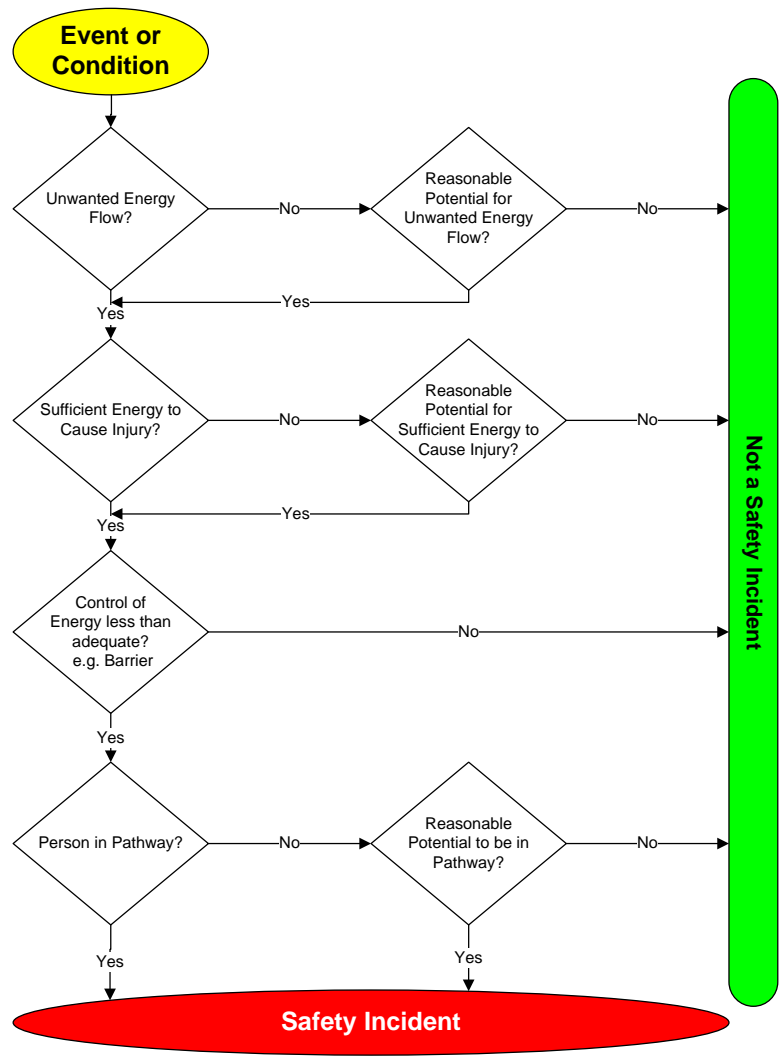


Figure 1: Determination of a Safety Incident

**1.4 Management Fact Finding (as listed in PROC-0121 SAFETY INCIDENT INVESTIGATION AND CORRECTIVE ACTIONS)**

When a safety incident is confirmed, line management has legislative and corporate obligations to fulfil based on what occurred. This includes:

- (a) Conducting a fact-finding exercise as soon as feasible which may include visiting the site and/or securing it pending further investigation

**Note:** Where a *fatality* or *critical injury* has occurred, secure the incident scene so it remains undisturbed until released by Local Authorities and the Ministry of Labour (MOL) inspector.

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Where an incident scene cannot be secured because it poses a risk to workers or member of the *public* or may cause unnecessary damage to equipment, ensure that evidence is gathered and preserved to the extent possible.

- (b) Review the need to provide the affected JHSC an opportunity to participate in a fact-finding exercise.

**Note:** A tripartite fact-finding exercise is encouraged to help facilitate dialogue throughout the fact-finding exercise and MRPH rating process.

- (c) Ensure the following steps are conducted during the fact-finding exercise:
- (1) Collect evidence, e.g., secure the scene, quarantine damaged equipment, photograph scene, take measurements as required, etc.
  - (2) Interview affected workers.
  - (3) Gather relevant documentation, e.g., safe work plans, work packages, work procedures or process, etc.
  - (4) Perform testing or sampling as required. **Note:** if testing or sampling is required, ensure a designated JHSC member is notified and provided the opportunity for attendance during the testing or sampling process.
  - (5) Determine the need for further investigation as per Section 3.0.
- (d) Identify and implement interim fixes.
- (e) Engage JHSC in classification of Maximum Reasonable Potential for Harm (MRPH) rating and investigation type determination.
- (f) Complete and submit the Corporate Report of Injury/Incident, myCority Safety Event Report, or Station Condition Record (SCR), as appropriate.
- (g) Prepare the initial safety and environment flash report, if applicable, to assist in sharing Operating Experience (OPEX) within OPG.

## 1.5 Safety Incident and Regulatory Event Assignment

All safety incidents and *regulatory events* shall be assigned by the *businesses* or line management, in consultation with Environment, Health & Safety (EH&S) as necessary, as one of the following:

- (a) OPG Safety Incident – A safety incident involving:
- (1) An OPG Employee, or;
  - (2) A *contractor* where OPG is the Constructor on a Construction Project, or;



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- (3) A *contractor* who works under the supervision of an OPG worker (as augmented staff).
- (b) OPG *Regulatory Event* – A *regulatory event* involving either OPG or an OPG *contractor* where OPG is the Constructor on a Construction Project or where the *contractor* works under the direction or supervision of an OPG worker (as augmented staff).
- (c) *Contractor “Owner Only” Safety Incident* – A safety incident involving a *contractor* where OPG has assumed the role of “*Owner Only*” and OPG staff do not direct or supervise the work.
- (d) *Contractor “Owner Only” Regulatory Event* – A *regulatory event* where OPG has assumed the role of “*Owner Only*” and OPG staff do not direct or supervise the work.

### 1.6 Assigning Injury Type

In order to initiate the appropriate response, line management shall identify the type of work related injury according to the following or based on advice provided by EH&S:

- (e) Fatality.
  - (f) Critical Injury.
  - (g) Lost Time Injury.
  - (h) Restricted Work Injury.
  - (i) Medical Attention Injury.
  - (j) First Aid Injury.
  - (k) Serious Injury (in accordance with Serious Injury Incidence Rate- SIIR- criteria)
  - (l) No Attention Injury.
- Refer to Section 3.1, Definitions.

### 1.7 Maximum Reasonable Potential for Harm

*Maximum Reasonable Potential for Harm* (MRPH) is an OPG rating system used to classify incidents. Line management shall:

- (a) Review each safety incident on a case by case basis, i.e., on the actual circumstances of the specific event, to determine the rating.
- (b) Assign an MRPH rating to all OPG and OPG *contractor* safety incidents within five (5) business days of completing the fact finding exercise as outlined in section 1.4. Determination of the rating can be deferred but reasoning must be provided to the local JHSC within a timely manner, Refer to Section 3.1, Definitions for guideline on energies or hazards that may assist in the MRPH classification.
- (c) Provide the union representatives on the Joint Health and Safety Committee (JHSC) with the opportunity for input into incident MRPH ratings. However, this in no way diminishes the responsibility of line management for determining the MRPH rating.

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Refer to Appendix A, Safety Incident Maximum Reasonable Potential for Harm Rating Process.

- (d) Where line management and JHSC members disagree on the MRPH rating of a safety incident, either party may request a final *MRPH* rating adjudication by the Director, Corporate EH&S. Refer to Appendix B, Request for Adjudication Form and Process.
- (e) Based on the results of an investigation, the initial MRPH rating can be updated to reflect the new information collected.

*Note: Contractor “owner only” safety incidents are excluded from the MRPH rating system.*

**1.8 Type of Investigation**

Line management shall gather sufficient information on each reported safety incident to determine the type of investigation required. Refer to OPG-PROC-0121, Safety Incident Investigation and Corrective Actions.

**1.9 Regulatory Event Type**

In order to initiate the appropriate response and notifications, line management shall identify the type of *regulatory event* according to the following, or based on classification provided by EH&S.

- (a) MOL Order.
- (b) MOL Charge.
- (c) MOL Requirement.
- (d) MOL Ticket.
- (e) MOL report as a result of an MOL site visit.
- (f) Authority to Stop Work Events.
- (g) Work Refusal.
- (h) Construction Occurrence.
- (i) Technical Standards Safety Authority (TSSA) Event.
- (j) Electrical Safety Authority (ESA) Event.

- Refer to Section 3.1, Definitions.

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**1.10 Reporting Response**

Line management shall make all required reports, except where otherwise noted in Tables 1 to 3 and Appendix C. In Nuclear, follow the requirements as outlined in N-PROC-RA-0020, Preliminary Event Notification.

- (a) Reporting/Notification Requirements for OPG Worker Safety Incidents and *Regulatory Events* – refer to Table 1.
- (b) Reporting/Notification Requirements for OPG *Contractor Safety Incidents and Regulatory Events* Where OPG is Constructor/Employer – refer to Table 2.
- (c) Reporting/Notification Requirements for *Contractor Safety Incidents and Regulatory Events* Where OPG is “*Owner Only*” – refer to Table 3.
- (d) Reporting/Notification Requirements for *ESA or TSSA safety events*, refer to Appendix C, Electrical Safety Authority and Technical Standards Safety Authority Safety Event Reporting.

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Table 1: Reporting/Notification Requirements for OPG Worker Safety Incidents and Regulatory Events				
What	By Whom	Notifies	When	How
<b>Fatality</b> Any death resulting from a work injury or illness regardless of the time intervening between injury and onset of illness and death.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Police (and Coroner if as a result of an accident in a Construction Project)</li> </ul>	Immediately	Telephone (911)
		<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>Family</li> </ul>	Immediately	In Person
	<ul style="list-style-type: none"> <li>BLA</li> <li>President and Chief Executive Officer (CEO)</li> <li>Law Division</li> <li>VP EH&amp;S</li> <li>Director, BLA* EH&amp;S</li> <li>Director, Corporate EH&amp;S</li> <li>PWU &amp; Society Presidents</li> <li>Local JHSC Co-chairs</li> <li>Local Chief Steward/Unit Director</li> <li>MOL</li> </ul>	Immediately	Telephone, text, or email	
	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 48 hours	In Writing (email or FAX)
		<ul style="list-style-type: none"> <li>CNSC for Nuclear</li> </ul>	Immediately	Refer to N-PROC-RA-0020, Preliminary Event Notification
H&S		<ul style="list-style-type: none"> <li>Workplace Safety and Insurance Board (WSIB)</li> </ul>	Within 3 business days	WSIB Form 7

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Table 1: Reporting/Notification Requirements for OPG Worker Safety Incidents and Regulatory Events				
What	By Whom	Notifies	When	How
<b>High MRPH</b> Incident is one where death or <i>Permanent Total Disability</i> occurs or has "reasonable potential" to occur.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>BLA</li> <li>President and CEO</li> <li>VP EH&amp;S</li> <li>Director, BLA* EH&amp;S</li> <li>Director, Corporate EH&amp;S</li> <li>Local JHSC Co-chairs</li> <li>Law Division (only if death or <i>Permanent Total Disability</i> occurred)</li> </ul>	Within 1 business day	Telephone, text, or email
<b>Critical Injury</b> An injury of a serious nature, as a result of an exposure to a hazard in the workplace, that: <ol style="list-style-type: none"> <li>Places life in jeopardy.</li> <li>Produces unconsciousness.</li> <li>Results in substantial loss of blood.</li> <li>Involves the fracture of a leg or arm but not a finger or toe.</li> <li>Involves the amputation of a leg, arm, hand or foot but not a finger or toe.</li> <li>Consists of burns to a major portion of the body.</li> <li>Causes the loss of sight in an eye.</li> </ol> *See definitions for clarification for d) and e)	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>Family</li> <li>MOL</li> <li>Local Chief Steward/Unit Director</li> <li>Local JHSC Co-chairs</li> </ul>	Immediately	Telephone and/or email
		<ul style="list-style-type: none"> <li>BLA</li> <li>President and CEO</li> <li>VP EH&amp;S</li> <li>Director, BLA* EH&amp;S</li> <li>Director, Corporate EH&amp;S</li> <li>Law Division</li> <li>Canadian Nuclear Safety Commission (CNSC) for Nuclear</li> </ul>	Within 1 business day	Telephone, text, or email
		<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 48 hours	In Writing (email or FAX)
		Health and Safety	<ul style="list-style-type: none"> <li>WSIB</li> </ul>	Within 3 business days
<b>Lost Time Injury</b>		<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email

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Table 1: Reporting/Notification Requirements for OPG Worker Safety Incidents and Regulatory Events				
What	By Whom	Notifies	When	How
A work injury that results in <i>lost days</i> (minimum of one) beyond the date of injury as a direct result of a safety incident.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>• BLA</li> <li>• Director, BLA* EH&amp;S</li> <li>• Director, Corporate EH&amp;S</li> </ul>	Within 1 business day	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• Local JHSC Co-chairs</li> <li>• Local Chief Steward/Unit Director</li> </ul>	Within 4 days	In Writing (email)
	H&S	WSIB	Within 3 business days	WSIB Form 7
<b>Restricted Work Injury</b> A work-related injury that is a First Aid Incident, which meets the definition of a Restricted Work Injury but is not a Medical Treatment.	Line Manager	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• Local JHSC Co-chairs</li> <li>• Local Chief Steward/Unit Director</li> </ul>	Within 4 days	In Writing (email)
	H&S	<ul style="list-style-type: none"> <li>• WSIB</li> </ul>	Within 3 business days	WSIB Form 7
<b>Medical Attention Injury</b> A work-related injury requiring medical care or treatment beyond First Aid but does not result in days lost from work.				
<b>Occupational Illness</b> A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.	Worker or person on behalf of the worker	<ul style="list-style-type: none"> <li>• Supervisor or Line Manager</li> </ul>	Immediately	Verbal or written
	Supervisor or Manager	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	Immediately	Telephone, text, or email
	H&S	<ul style="list-style-type: none"> <li>• WSIB</li> </ul>	Within 3 business days	WSIB Form 7
		<ul style="list-style-type: none"> <li>• Ministry of Labour</li> </ul>	Within 4 days	In Writing (email or FAX)

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Table 1: Reporting/Notification Requirements for OPG Worker Safety Incidents and Regulatory Events				
What	By Whom	Notifies	When	How
		<ul style="list-style-type: none"> <li>Local JHSC Co-Chairs</li> </ul>	Within 4 days	In Writing (email)
<b>Unplanned Exposure Event</b> When an unplanned workplace incident exposure has resulted from a leak, spill, explosion, release or an unexpected contact with a chemical or other substance. The event may have exposed workers to an infectious, chemical, or other substance.	Supervisor or Manager	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Voluntary	WSIB Form 3959A Employer's Exposure Incident Reporting Form – PEIR
	Worker or person on behalf of the worker	<ul style="list-style-type: none"> <li>Supervisor or Line Manager</li> </ul>	Immediately	Verbal or written
<ul style="list-style-type: none"> <li>WSIB</li> </ul>		Voluntary	WSIB Form 3958A Worker's Exposure Incident Reporting Form - PEIR	
<b>MOL Order/Ticket/Requirement/Report</b> Direction from the MOL to comply with a regulation, a fine levied against an individual or a direction to carry out an action or produce a thing.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>BLA</li> <li>Director, Corporate EH&amp;S<sup>1</sup></li> <li>Law Division</li> <li>Local JHSC Co-chairs</li> </ul>	Within 1 business day	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Director, Corporate EH&amp;S</li> </ul>	Within 5 days of submitting Notice of Compliance	In Writing (email), including copies of reports
<b>MOL Charges</b>	Site Plant/ VP Operations/ VP Regional Operations/	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone

<sup>1</sup> The Director, Corporate Environment, Health and Safety will determine if relevant information related to the regulatory event shall be further distributed to site staff.

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Title: **SAFETY INCIDENT AND REGULATORY EVENT RESPONSE**

Table 1: Reporting/Notification Requirements for OPG Worker Safety Incidents and Regulatory Events				
What	By Whom	Notifies	When	How
A written description of a contravention of the Act or the regulations or of a failure to comply with an order of a MOL inspector, director or the minister, issued by the MOL with the intent to prosecute.	Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>• BLA</li> <li>• President and CEO</li> <li>• Director, Corporate EH&amp;S</li> <li>• Law Division</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• Local JHSC Co-chairs</li> </ul>	Within 1 business day	Telephone, text, or email
<b>Work Refusal Or Authority to Stop Work Event (MOL or JHSC)</b>	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• BLA</li> <li>• Director, Corporate EH&amp;S</li> <li>• Law Division</li> <li>• Local JHSC Co-chairs</li> <li>• CNSC (Nuclear) if MOL attends</li> </ul>	Within 1 business day	Telephone, text, or email
<b>Construction Occurrence</b> Refer to Definitions (O. Reg. 213/91, Section 11) which includes: A worker becoming unconscious for any reason.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>• BLA</li> <li>• Director, Corporate EH&amp;S<sup>1</sup></li> <li>• Law Division</li> <li>• Local JHSC Co-chairs</li> <li>• Local Chief Steward/ Unit Director</li> </ul>	Within 1 business day	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• MOL</li> </ul>	Within 48 hours	In writing (email or FAX)
		<ul style="list-style-type: none"> <li>• MOL</li> </ul>	Within 14 days	In Writing by email or FAX (report by P. Eng. for specified occurrences)



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Title: **SAFETY INCIDENT AND REGULATORY EVENT RESPONSE**

Table 2: Reporting/Notification Requirements for OPG Contractor Safety Incidents and Regulatory Events Where OPG is Constructor/Employer				
What	By Whom	Notifies	When	How
<b>Fatality</b> Any death resulting from a work injury or illness regardless of the time intervening between injury and onset of illness and death.	<i>Contractor</i> Senior Manager or Delegate (guideline for <i>Contractors</i> )	<ul style="list-style-type: none"> <li>Family</li> </ul>	Immediately	In Person
		<ul style="list-style-type: none"> <li>Police (and Coroner if as a result of an accident in a Construction Project)</li> </ul>	Immediately	Telephone (911)
		<ul style="list-style-type: none"> <li>MOL</li> <li><i>Contractor</i> JHSC or H&amp;S Representative</li> <li>Trade Union</li> </ul>	Immediately	Telephone, email or FAX
		<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 48 hours	In Writing (email or FAX)
		<ul style="list-style-type: none"> <li>WSIB</li> </ul>	Within 3 business days	WSIB Form 7
	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>BLA</li> <li>President and CEO</li> <li>Law Division</li> <li>Director, Corporate EH&amp;S</li> <li>Director, Supply Chain (where applicable)</li> <li>Power Workers' Union (PWU) and Society Presidents</li> <li>Local JHSC Co-chairs</li> <li>Local Chief Steward/Unit Director</li> <li>MOL</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 48 hours	In Writing (email or FAX)
		<ul style="list-style-type: none"> <li>CNSC for Nuclear</li> </ul>	Within 1 business day	Refer to N-PROC-RA-0020

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Title: **SAFETY INCIDENT AND REGULATORY EVENT RESPONSE**

Table 2: Reporting/Notification Requirements for OPG Contractor Safety Incidents and Regulatory Events Where OPG is Constructor/Employer				
What	By Whom	Notifies	When	How
<b>High MRPH</b> Incident is one where death or <i>Permanent Total Disability</i> occurs or has "reasonable potential" to occur.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>BLA</li> <li>President and CEO</li> <li>Director, Corporate EH&amp;S</li> <li>Law Division (only if death or <i>Permanent Total Disability</i> occurred)</li> <li>Local JHSC Co-chairs</li> <li>Local Chief Steward/Unit Director</li> </ul>	Within 1 business day	Telephone, text, or email
<b>Critical Injury</b> An injury of a serious nature, as a result of an exposure to a hazard in the workplace, that: <ol style="list-style-type: none"> <li>Places life in jeopardy.</li> <li>Produces unconsciousness.</li> <li>Results in substantial loss of blood.</li> <li>Involves the fracture of a leg or arm but not a finger or toe.</li> <li>Involves the amputation of a leg, arm, hand or foot but not a finger or toe.</li> <li>Consists of burns to a major portion of the body.</li> <li>Causes the loss of sight in an eye.</li> </ol> *See definitions for clarification for d) and e)	<i>Contractor Senior Manager or Delegate (guideline for Contractors)</i>	<ul style="list-style-type: none"> <li>Family</li> </ul>	Immediately	In Person
		<ul style="list-style-type: none"> <li>MOL</li> <li><i>Contractor</i> JHSC or H&amp;S Representative</li> <li>Trade Union</li> </ul>	Within 1 business day	Telephone, email or FAX
		<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 48 hours	In Writing (email or FAX)
		<ul style="list-style-type: none"> <li>WSIB</li> </ul>	Within 3 business days	WSIB Form 7
	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>MOL</li> <li>Local JHSC Co-chairs</li> <li>Local Chief Steward/Unit Director</li> </ul>	Immediately	Telephone, email or FAX
<ul style="list-style-type: none"> <li>BLA</li> <li>President and CEO</li> <li>Law Division</li> <li>Director, Corporate EH&amp;S</li> <li>Director Supply Chain (where applicable)</li> <li>Local JHSC Co-chairs</li> <li>CNSC for Nuclear</li> </ul>	Within 1 business day	Telephone, text, or email		

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Title: **SAFETY INCIDENT AND REGULATORY EVENT RESPONSE**

Table 2: Reporting/Notification Requirements for OPG Contractor Safety Incidents and Regulatory Events Where OPG is Constructor/Employer				
What	By Whom	Notifies	When	How
<b>Lost Time Injury</b> A work injury that results in <i>lost days</i> (minimum of one) beyond the date of injury as a direct result of a safety incident.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>• BLA</li> <li>• Director, Corporate EH&amp;S</li> <li>• Director, Supply Chain where applicable</li> </ul>	Within 1 business day	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• Local JHSC Co-chairs</li> <li>• Local Chief Steward/Unit Director</li> </ul>	Within 4 business day	In Writing (email)
	<i>Contractor</i>	<ul style="list-style-type: none"> <li>• WSIB</li> </ul>	Within 3 business days	WSIB Form 7
<b>Occupational Illness</b> A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.	Worker or person on behalf of the worker	<ul style="list-style-type: none"> <li>• Contractor Supervisor or Manager</li> </ul>	Immediately	Verbal or written
	Contractor Supervisor or Manager	<ul style="list-style-type: none"> <li>• OPG Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• WSIB</li> </ul>	Within 3 business days	WSIB Form 7
		<ul style="list-style-type: none"> <li>• Ministry of Labour</li> </ul>	Within 4 days	In Writing (email or FAX)
	OPG Health and Safety	<ul style="list-style-type: none"> <li>• Local JHSC Co-Chairs</li> </ul>	Within 1 business day	In Writing (email)
<b>Unplanned Exposure Event</b> When an unplanned workplace incident exposure has resulted from a leak, spill, explosion, release or an unexpected contact with a chemical or other substance. The event may have exposed workers to an infectious, chemical, or other substance.	OPG Project Manager , Contract Owner or Delegate	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
	Contractor Supervisor or Manager	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	Voluntary	WSIB Form 3886A Employer's Exposure Incident Reporting Form - CEIR
		<ul style="list-style-type: none"> <li>• Contractor Supervisor or Manager</li> </ul>	Immediately	Verbal or written

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Table 2: Reporting/Notification Requirements for OPG Contractor Safety Incidents and Regulatory Events Where OPG is Constructor/Employer				
What	By Whom	Notifies	When	How
	Worker or person on behalf of the worker	<ul style="list-style-type: none"> <li>WSIB</li> </ul>	Voluntary	WSIB Form 3885A Worker's Exposure Incident Reporting Form - CEIR
<b>MOL Order/Ticket/Requirement/Report</b> Direction from the MOL to comply with a regulation, a fine levied against an individual or a direction to carry out an action or produce a thing.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>BLA</li> <li>Director, Corporate EH&amp;S<sup>2</sup></li> <li>Law Division</li> <li>Local JHSC Co-chairs</li> <li>Local Chief Steward/ Unit Director</li> <li>Director, Supply Chain (where applicable)</li> </ul>	Within 1 business day	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Director, Corporate EH&amp;S</li> </ul>	Within 5 days of submitting Notice of Compliance	In Writing (email) including copies of reports
<b>MOL Charges</b>		<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone

<sup>2</sup> The Director, Corporate Environment, Health and Safety will determine if relevant information related to the regulatory event shall be further distributed to site staff.

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**SAFETY INCIDENT AND REGULATORY EVENT RESPONSE**

<b>Table 2: Reporting/Notification Requirements for OPG Contractor Safety Incidents and Regulatory Events Where OPG is Constructor/Employer</b>				
<b>What</b>	<b>By Whom</b>	<b>Notifies</b>	<b>When</b>	<b>How</b>
A written description of a contravention of the Act or the regulations or of a failure to comply with an order of a MOL inspector, director or the minister, issued by the MOL with the intent to prosecute.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• BLA</li> <li>• President and CEO</li> <li>• Director, Corporate EH&amp;S<sup>2</sup></li> <li>• Law Division</li> <li>• Director, Supply Chain (where applicable)</li> <li>• Local JHSC Co-chairs</li> </ul>	Immediately	Telephone, text, or email
<b>Work Refusal Or Authority to Stop Work Event (MOL or JHSC)</b>	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>• Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>• BLA</li> <li>• Director, Corporate EH&amp;S</li> <li>• Law Division</li> <li>• Local JHSC Co-chairs</li> <li>• CNSC (Nuclear) if MOL attends</li> <li>• Local Chief Steward/Unit Director</li> </ul>	Within 1 business day	Telephone, text, or email

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Title: **SAFETY INCIDENT AND REGULATORY EVENT RESPONSE**

<b>Table 2: Reporting/Notification Requirements for OPG Contractor Safety Incidents and Regulatory Events Where OPG is Constructor/Employer</b>				
<b>What</b>	<b>By Whom</b>	<b>Notifies</b>	<b>When</b>	<b>How</b>
<b>Construction Occurrence</b> Refer to Definitions (O. Reg. 213/91, Section 11) which includes: 3. A worker becoming unconscious for any reason.	Site Plant/ VP Operations/ VP Regional Operations/ Senior Vice-President (SVP)/ Chief Operating Officer (COO) or delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>BLA</li> <li>Director, Corporate EH&amp;S<sup>2</sup></li> <li>Law Division</li> <li>Director, Supply Chain (where applicable)</li> </ul>	Within 1 business day	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Local JHSC Co-chairs</li> <li>Local Chief Steward/Unit Director</li> <li>MOL</li> </ul>	Within 48 hours	In Writing (email)
		<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 14 days	In Writing by email or FAX (report by P. Eng. for specified occurrences)

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Table 3: Reporting/Notification Requirements for Contractor Safety Incidents and Regulatory Events Where OPG is “Owner Only”				
What	By Whom	Notifies	When	How
<b>Fatality</b> Any death resulting from a work injury or illness regardless of the time intervening between injury and onset of illness and death.	<i>Contractor Senior Manager or Delegate (guideline for Contractors)</i>	<ul style="list-style-type: none"> <li>Family</li> </ul>	Immediately	In Person
		<ul style="list-style-type: none"> <li>Police (and Coroner if as a result of an accident in a Construction Project)</li> </ul>	Immediately	Telephone (911)
		<ul style="list-style-type: none"> <li>MOL</li> <li>Project Site JHSC or H&amp;S Representative</li> <li>Trade Union</li> </ul>	Immediately	Telephone and/or email
		<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 48 hours	In Writing (email or FAX)
		<ul style="list-style-type: none"> <li>WSIB</li> </ul>	Within 3 business days	WSIB Form 7
	OPG Project Manager , Contract Owner or Delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone, text or email
		<ul style="list-style-type: none"> <li>BLA Supply Chain</li> <li>President and CEO</li> <li>Law Division</li> <li>Director, Corporate EH&amp;S</li> </ul>	Immediately	Telephone, text, or email

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**SAFETY INCIDENT AND REGULATORY EVENT RESPONSE**

**Table 3: Reporting/Notification Requirements for Contractor Safety Incidents and Regulatory Events  
Where OPG is “Owner Only”**

What	By Whom	Notifies	When	How
<b>Critical Injury</b> An injury of a serious nature, as a result of an exposure to a hazard in the workplace, that: a) Places life in jeopardy. b) Produces unconsciousness. c) Results in substantial loss of blood. d) Involves the fracture of a leg or arm but not a finger or toe. e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe. f) Consists of burns to a major portion of the body. g) Causes the loss of sight in an eye. • *See definitions for clarification for d) and e)	<i>Contractor Senior Manager or Delegate (guideline for Contractors)</i>	<ul style="list-style-type: none"> <li>Family</li> </ul>	Immediately	In Person
		<ul style="list-style-type: none"> <li>MOL</li> <li>Project Site JHSC or H&amp;S Representative</li> <li>Trade Union</li> </ul>	Immediately	Telephone and/or email
		<ul style="list-style-type: none"> <li>MOL</li> </ul>	Within 48 hours	In Writing (email or FAX)
	OPG Project Manager , Contract Owner or Delegate	<ul style="list-style-type: none"> <li>WSIB</li> </ul>	Within 3 business days	WSIB Form 7
		<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>BLA Supply Chain</li> <li>President and CEO</li> <li>Director, Corporate EH&amp;S</li> <li>Law Division</li> </ul>	Within 1 business day	Telephone, text, or email
<b>Occupational Illness</b> A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.	Worker or person on behalf of the worker	<ul style="list-style-type: none"> <li>Contractor Supervisor or Manager</li> </ul>	Immediately	Verbal or written
	Contractor Supervisor or Manager	<ul style="list-style-type: none"> <li>OPG Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>WSIB</li> </ul>	Within 3 business days	WSIB Form 7
		<ul style="list-style-type: none"> <li>Ministry of Labour</li> </ul>	Within 4 days	In Writing (email or FAX)
<b>MOL Order/Ticket/Requirement/Report</b> Direction from the MOL to comply with a regulation, a fine levied against an individual or a direction to carry out an action or produce a thing.	OPG Project Manager , Contract Owner or Delegate	<ul style="list-style-type: none"> <li>Local JHSC Co-Chairs</li> </ul>	Within 4 days	In Writing (email)
		<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>BLA Supply Chain</li> <li>Director, Corporate EH&amp;S</li> </ul>	Within 1 business day	Telephone, text, or email



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Table 3: Reporting/Notification Requirements for Contractor Safety Incidents and Regulatory Events Where OPG is “Owner Only”				
What	By Whom	Notifies	When	How
<b>MOL Charges</b> A written description of a contravention of the Act or the regulations or of a failure to comply with an order of a MOL inspector, director or the minister, issued by the MOL with the intent to prosecute.	OPG Project Manager , Contract Owner or Delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>BLA Supply Chain</li> <li>President and CEO</li> <li>Director, Corporate EH&amp;S</li> <li>Law Division</li> </ul>	Immediately	Telephone, text, or email
<b>Construction Occurrence</b> Refer to Definitions (O. Reg. 213/91, Section 11) which includes: 3. A worker becoming unconscious for any reason.	OPG Project Manager , Contract Owner or Delegate	<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	Immediately	Telephone, text, or email
		<ul style="list-style-type: none"> <li>Media Desk 1 (877) 592-4008</li> </ul>	Immediately	Telephone
		<ul style="list-style-type: none"> <li>President and CEO</li> <li>BLA Supply Chain</li> <li>Director, Corporate EH&amp;S</li> <li>Law Division</li> </ul>	Within 1 business day	Telephone, text, or email

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### 1.11 Exclusions from Safety Performance Records

If an incident does not meet the criteria for classification as a safety incident as determined by EH&S, it will be excluded from all safety performance recording requirements and the calculation of Accident Severity Rate (ASR), Total Recordable Injury Frequency (TRIF), and Serious Injury Incidence Rate (SIIR), as appropriate. An incident or injury which has been excluded under these criteria is exempt from the investigation requirements described in OPG-PROC-0121. Refer to Appendix D, Exclusions for OPG Safety Performance Recording.

### 1.12 Safety and Environment Flash Reports

**Note:** Where Law Division has determined that documents related to a safety incident are to be treated as “Privileged and Confidential”, line management shall seek advice from Law Division before issuing a safety and environment flash report.

- (a) Line management shall:
- (1) Prepare an initial Safety and Environment Flash Report (#94343) as soon as possible, and no later than within five business days of classification, for the following:
    - *High MRPH* safety incidents
    - *Regulatory events* where orders are made by the regulator
    - Serious Injury, in accordance with SIIR criteria
  - (2) At their discretion, develop a safety and environment flash report for events not included in the list above, e.g., external safety events, equipment failures, product recalls, *Medium MRPH* safety incidents.
  - (3) Forward the completed safety and environment flash report to the “safety flash” mailbox for review, posting on the OPG intranet website and distribution to the *businesses*.
  - (4) As appropriate, ensure a depersonalized safety and environment flash report summarizing the results of the investigation including causal factors and corrective actions is prepared and sent to the safety flash mailbox within five business days of acceptance of the corrective action plan.
- (b) Total Rewards and Solution Centre shall review the safety and environment flash report, issue for posting on the OPG intranet website and distribute to the *businesses*
- (c) *Total Rewards and Solution Centre shall send the Safety and Environment Flash Report to records (i.e., SMART FORM).*

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### 2.0 ROLES AND ACCOUNTABILITIES

#### 2.1 Business Level Authority

- 2.1.1 Determine accountability and delegate authorities with direct reports to implement and comply with the requirements of this procedure.
- 2.1.2 Implement a process to ensure required information is input into the Incident Management System (IMS) database within five business days of the date of incident for all OPG safety incidents and all *contractor* safety incidents where OPG is the Constructor or the *contractor* is working as augmented staff.

#### 2.2 Director, Corporate Environment, Health and Safety

- 2.2.1 Ensure that information is maintained that meets legal requirements for record keeping.
- 2.2.2 Resolve and provide the final decision on any reporting and recording issues in dispute such as *High MRPH* and decisions on safety incidents to be excluded from the calculation of ASR, TRIF, and SIIR according to OPG's internal adjudication process.
- 2.2.3 Ensure that the appropriate criteria are applied for the reporting of Canadian Electrical Association (CEA)-defined, as well as Edison Electrical Institute (EEI)-defined safety performance statistics.
- 2.2.4 Retain and post on the intranet a copy of any documentation issued by a regulator, e.g., *MOL*, as a result of a visit.
- 2.2.5 Ensure that the corporate IMS database is maintained.
- 2.2.6 Review the *MRPH* rating, incident and injury classifications and other incident management decisions for safety incidents as deemed necessary.

#### 2.3 Director, Total Rewards and Workforce Analytics

- 2.3.1 Maintain the information systems for the reporting and analysis of safety incident information and *regulatory events*.
- 2.3.2 Gather safety performance information to enable calculation and maintenance of safety incident statistics.
- 2.3.3 Provide reports on this information to *BLA*, EH&S and other stakeholders as appropriate.
- 2.3.4 Ensure applicable quality assurance practices are in place for the accuracy of the recorded safety incident information.

#### 2.4 Law Division

- 2.4.1 Provide advice to the Vice President, Environment, Health and Safety and the *BLA*, as required, where a *fatality*, *critical injury*, *serious injury*, or *regulatory event* or where significant personal and/or corporate liability issues are associated with a safety incident. In such

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events, Law Division shall also review documentation for reporting purposes, including issuance of safety and environment flash reports.

**2.5 Managers and Supervisors**

- 2.5.1 Ensure that all reporting and recording requirements are met in the event of an incident or an injury to a worker.
- 2.5.2 Ensure that managerial accountability is properly assigned when workers are working at a location other than their regular work headquarters. Managerial accountability is determined by the following unless the sending and receiving organization mutually agree on a different arrangement:
  - (a) If there is no formal transfer of managerial control over a worker, then the sending organization and manager are accountable for managing the safety of a worker including incident reporting and recording.
  - (b) Where a safety incident occurs while a worker is travelling to or from an alternate work location, the sending organization manager is responsible for managing the safety of the worker.
  - (c) When there is a formal transfer of managerial control, e.g., a worker on rotation or where the worker is under the direction and supervision of the receiving organization, e.g., while on apprenticeship training, the receiving organization and manager are accountable for managing the safety of a worker including reporting and recording.

**2.6 Workers**

Workers shall immediately report to their supervisor:

- (1) All accidents, incidents, workplace injuries or occupational illnesses.
- (2) Any initial or follow-up health care they receive as a result of a work-related injury or illness.

Workers in support groups, such as People and Culture, Security, Finance, etc., working at a location which is not their normal work headquarters, report any injury or illness to their immediate line manager and to their local sponsor.

**3.0 DEFINITIONS AND ACRONYMS**

**3.1 Definitions**

**Authority to Stop Work Events:** Unilateral or Bilateral Work Stoppage by a Certified JHSC member involving the MOL, as per PWU Mid-Term Agreements NUC-PW-1003, GEN-PW-1004 and Society LOU #133.

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**Business Level Authority (BLA):** EVP or SVP of a Business responsible to implement this procedure.

**Business(es):** Refers to the organization where the BLA reports directly to the President and CEO.

**Construction Occurrence:**

- (a) The following are reportable *Construction Occurrences* when they occur at a Construction Project site (O. Reg. 213/91, Section 11):
  - (1) A worker falling a vertical distance of 3 m or more.
  - (2) A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system.
  - (3) A worker becoming unconscious for any reason.
  - (4) Accidental contact by a worker or by a worker’s tool or equipment with an energized electrical equipment, installations or conductors.
  - (5) Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 V.
  - (6) Structural failure of all or part of false-work designed by, or required by the Construction Regulation to be designed by, a professional engineer.
  - (7) Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
  - (8) Failure of all or part of the structural supports of a scaffold.
  - (9) Structural failure of all or part of an earth- or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
  - (10) Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
  - (11) Overturning or the structural failure of all or part of a crane or similar hoisting device.
- (b) Per OHSa Part VII Notices Section 53 for Project sites.

**Contractor:** Any individual or firm engaged by OPG, on a contract, sub-contract, or consulting basis, to do work on behalf of the Corporation at OPG workplaces. *Contractor* is not defined in the OHSa.

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**Critical Injury:** As defined in O. Reg. 834, Critical Injury - An injury of a serious nature, as a result of an exposure to a hazard in the workplace, that:

- (a) Places life in jeopardy;
- (b) Produces unconsciousness;
- (c) Results in substantial loss of blood;
- (d) Involves the fracture of a leg or arm but not a finger or toe;
- (e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- (f) Consists of burns to a major portion of the body; or
- (g) Causes the loss of sight in an eye.

Clause 1(d) of [Regulation 834](#) stipulates that an injury of a serious nature is a "critical injury" if it involves the fracture of a leg or arm but not a finger or toe. The Ministry of Labour interprets this provision as including the fracture of a wrist, hand, ankle or foot – i.e. any such fracture would constitute a critical injury if it is of a serious nature. While the fracture of a single finger or single toe does not constitute a critical injury, the ministry takes the position that the fracture of more than one finger or more than one toe **does** constitute a critical injury if it is an injury of a serious nature.

Clause 1(e) of Regulation 834 stipulates that an injury of a serious nature is a "critical injury" if it involves the amputation of a leg, arm, hand or foot but not a finger or toe. While the amputation of a single finger or single toe does not constitute a critical injury, the ministry takes the position that the amputation of more than one finger or more than one toe **does** constitute a critical injury if it is an injury of a serious nature.

**ESA Event:** Any event reportable under O. Reg. 10/02, Electrical Safety Code.

**Fatality:** Any death resulting from a work injury or illness regardless of the time intervening between injury and onset of illness and death.

**First Aid Injury:** An Occupational Injury/Illness that requires first aid treatment only and does not result in loss of time from work. First Aid Injuries include:

- a) Use of non-prescription medications at a non-prescription strength, including antiseptics;
- b) Administration of tetanus or diphtheria shot(s) or booster(s). Other immunizations such as Hepatitis B vaccine or rabies vaccine related to an injury are considered medical treatment;
- c) Cleaning, flushing or soaking wounds on skin surface;
- d) Use of wound coverings such as bandages including liquid bandages, skin glue, gauze pads, steristrips or butterfly bandages, etc. Wound closing devices such as staples and sutures are considered medical treatment;
- e) Use of any hot/cold therapy (e.g., compresses, soaking, whirlpools, non-prescription skin creams / lotions for local relief, etc.);

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- f) Use of any totally non-rigid, non-immobilization means of support (e.g., elastic bandages, wraps);
- g) Use of temporary immobilization devices while transporting an accident victim;
- h) Use of eye patches;
- i) Removal of foreign bodies not embedded in the eye if only irrigation or removal with a cotton swab is required;
- j) Drilling a fingernail or toenail to relieve pressure or draining fluids from blisters;
- k) Removal of splinters or foreign material from areas other than eyes by irrigation, tweezers, cotton swabs or other simple means;
- l) Use of finger guards;
- m) Use of massages;
- n) Drinking of fluids for relief of heat stress; and
- o) Preserving warmth for relief of cold stress;

**Lost Time Injury:** A work injury or illness resulting in *lost days* (minimum of one) beyond the date of injury as a direct result of a safety incident. A *fatality* is not considered a *lost time injury*.

**Lost Days:** The number of calendar days that the employee is unable to work beyond the day of injury or illness recommended by a physician or other health care professional. Lost time ends as of the date that the employee is deemed fit to work either full or modified duties or to a maximum of 180 calendar days for any individual case. For cases where the disability will continue beyond the year-end closing date, *lost days* shall be estimated on the basis of medical opinion as to probable ultimate disability. *Lost days* are only recorded for the period that the injured person is in the employ of OPG.

**Maximum Reasonable Potential for Harm (MRPH):** A rating system used to determine the potential severity of safety incidents. Each incident shall be reviewed on a case by case basis, i.e., on the actual circumstances of the specific event, to determine the rating.

- (a) **“Reasonable Potential”** needs to satisfy all three following conditions:
  - (1) Energy level was or may have been sufficiently high to cause injury.
  - (2) Control of energy was less than adequate (e.g., lack of planned, deliberate barriers or safety barriers were ineffective, weak, missing).
  - (3) Likelihood of worker exposure. Likelihood of exposure is determined on the actual events that took place or intended/planned actions of the worker(s). Where workers are not present, the likelihood of exposure would be based on the

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probability of workers being present in the area (i.e. well traveled route, operator’s rounds, unfrequented area, etc.)

- (b) **High MRPH** incident is one where death or *Permanent Total Disability* occurs or has “reasonable potential” to occur. The following are some examples of energies which may result in a *High MRPH* rating. These are to be used as guidelines only:
- (1) Exposure to a falling hazard greater than 3 m without fall protection.
  - (2) Exposure to a falling object with sufficient energy (typically above 100 Joules) to cause a fractured skull or *fatality*. Note: A Type 2, Class E hard hat provides 55 Joules crown protection, and 30 Joules lateral protection.
  - (3) Personal contact with live exposed with live exposed electrical equipment with a nominal voltage of greater than 300 V, phase to ground.
  - (4) Personal contact with voltage less than or equal to 300 V depending on conditions such as:
    - Type and strength of current.
    - Duration of current flow.
    - Pathway through the body (i.e., there is possibility that the current passes through the heart muscle or to head area).
    - Condition of skin (i.e., skin is not intact at point of contact, skin is wet, e.g., high humidity, sweat, etc.).
    - Protective equipment.
  - (5) Catastrophic equipment failure (e.g., explosion, fire, cave-in, flood) in an area normally accessed by workers with potential to injure.
  - (6) Motor vehicle collisions or roll-overs with sufficient speed or other conditions to produce risk of a *fatality* or total permanent disability.
  - (7) Work equipment roll-over or structural failure.
  - (8) Unintentional equipment contact with a high voltage source (greater than 750 V).
  - (9) Exposure to hazardous agents at Immediately Dangerous to Life and Health (IDLH) concentrations, or where exposure required admission and treatment in hospital.
- (c) **Medium MRPH** incident is one where a *Permanent Partial Disability* (that is not a *High MRPH* incident) occurs or has reasonable potential to occur. The following are some examples of energies which may result in *Medium MRPH* incidents. These are to be used as guidelines only:



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- (1) Exposure to a falling hazard greater than 1 m and less than or equal to 3 m.
  - (2) Personal contact with live exposed electrical equipment with a nominal voltage greater than or equal to 110 V and less than or equal to 300 V.
  - (3) Contact with voltage less than 110 V depending on conditions such as:
    - Type and strength of current.
    - Duration of current flow.
    - Pathway through the body (i.e., there is possibility that the current passes through the heart muscle or to head area).
    - Condition of skin (i.e., skin is not intact at point of contact, skin is wet, e.g., high humidity, sweat, etc.).
    - Protective equipment.
  - (4) Exposure to hazardous agents resulting in medical treatment but not hospitalization.
  - (5) Exposure to uptakes of hazardous agents greater than 2 and less than or equal to five times the allowable regulatory limit.
- (d) **Low MRPH** may apply to any safety incident that does not meet the criteria for a High or Medium classification.

**Note:** After determination of the MRPH rating, the incident should be assessed to determine what opportunities exist to learn to prevent recurrence. The MRPH rating should not determine the investigation type.

**Medical Attention (Treatment) Injury:** A classification of Occupational Injury/Illness for Medical Treatment beyond First Aid Injury, where there has been no Lost Days. The following are not considered Medical Treatment Injuries:

- a) Visit(s) to a health care provider limited to observation or counseling or prescribed Restricted Work;
- b) Diagnostic procedures (e.g., X-rays, blood tests), including the use of prescription medications solely for diagnostic purposes (e.g., eye drops to dilate pupils).

**MOL Order:** A direction made to a workplace party by an MOL Inspector, requiring compliance with a legal requirement. An Order may be Time Based, i.e., requiring compliance be achieved within a specific time frame; Forthwith, i.e., requiring compliance be achieved before the Inspector leaves the workplace; Stop Work, i.e., where the Inspector finds the contravention poses an immediate danger to workers.

**MOL Charges:** A written description of a contravention of the OHSA or its regulations or of a failure to comply with an order of an MOL inspector, director or the minister, issued by the MOL with the intent to prosecute (Section 66 [1] of the OHSA).

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**MOL Requirement:** A direction, either written or verbal made to a workplace part by an MOL inspector, to carry out an action or produce a thing as described in Section 54 (1) of OHSa.

**MOL Ticket:** A fine issued under the Provincial Offences Act by an MOL inspector for certain violations of the OHSAs Industrial Regulations O. Reg. 851, Industrial Establishments or O. Reg. 213/91. Tickets can be issued to employers, supervisors and workers.

**No Attention Injury:** An incident resulting in an injury that does not meet the criteria of *First Aid Injury, Medical Treatment, Lost Time Injury or Fatality*.

**Occupational Illness:** A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997

**Owner Only:** OPG is considered the “*Owner Only*” where there are *Contractors* who are working in a “construction island” and there is a Constructor other than OPG. A “construction island” is an area physically separated from OPG controlled areas by clearly defined physical boundaries within which construction activities occur that are controlled by a Constructor other than OPG.

**Permanent Partial Disability:** An injury that permanently affects the worker’s ability to fully function in their pre-injury capacity however the worker is able to perform either part of their job function or other assigned work tasks/activities.

**Permanent Total Disability:** An injury which renders an employee incapable of ever working again at any employment.

**Pre-Existing Condition:** Pre-Existing Condition is a physiological condition that may be the root cause of injury/illness symptoms or may be a contributing factor to a workplace injury/illness (whether it is related to the onset or to the recovery).

**Public:** Any person in Ontario with the following exceptions:

- (a) OPG workers, while on OPG business.
- (b) *Contractor* workers while performing work for OPG.

**Regulatory Event:** An event which results in any of the following:

- (a) *MOL Order*.
- (b) *MOL Requirement*.
- (c) *MOL Ticket*.
- (d) *MOL Charge*.
- (e) MOL report as a result of an MOL site visit.
- (f) *Work Refusal* involving the MOL.
- (g) JHSC initiated work stoppage involving the MOL.

**Restricted Work Injury (RWI):** A work-related injury that is a First Aid Incident, which meets the definition below, but is not a Medical Treatment. When a worker, due to a work-related

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injury or illness, is medically determined to be unable to perform one or more routine functions or unable to work the normal time period of their pre-injury or pre-illness work day, or must be accommodated outside of their normal base job. Routine functions are the work activities that the worker regularly performs at least once a week.

**Serious Injury:** A work related injury that meets the following criteria: (Refer to Appendix D for Exclusions)

**1) Fatalities**

**2) Amputations (involving bone)**

**3) Concussions and/or cerebral hemorrhages**

- i. Include only severe concussions resulting in a loss of consciousness and/or symptoms lasting more than 24 hours
- ii. Include all cerebral hemorrhages

**4) Injury or trauma to internal organs**

- i. Injuries should be classified as serious if objective medical evidence indicates significant or sustained (beyond initial event, acute treatment and testing) organ damage, or progressive changes in organ function or anatomy.
- ii. This criterion does not include rapidly dissipating signs and symptoms from the acute event (such as irritation or localized redness) and their associated treatment, or injury from long term or repetitive exposures.
- iii. Only cases that involve relatively short term events should be included in the serious metric, even if the result is an illness (example, reactive upper-dysfunction syndrome resulting from chlorine exposure event).
- iv. Illnesses that develop from exposure over long periods of time (years) are not to be captured in this metric (example, fibrosis of the lung from asbestos exposure).
- v. A hernia by itself would not be classified as a severe case. However, if the hernia causes damage to an internal organ such as a strangulated colon, it would be classified as a severe case.

**5) Bone fractures with the following considerations:**

- i. Include fractures of the fingers and toes only if they are open, compound, or comminuted (crushing)
- ii. Exclude hairline fractures with the exception of face, skull, or navicular wrist bone
- iii. Nasal cartridge-only fractures should not be included as a serious injury unless other facial bone fractures are involved. If the employee has a “broken nose” that involves facial bone fractures, the injury should be included as a serious injury.

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- iv. Broken teeth are not considered a severe case unless there were other injuries in addition that meet the criteria (Example: Broken Jaw)
- 6) Complete tendon, ligament and cartilage tears of the major joints (e.g., shoulder, elbow, wrist, hip, knee, and ankle)**
  - i. Partial tears are not to be classified as a serious injury.
- 7) Herniated disks (neck or back)**
- 8) Lacerations resulting in severed tendons and/or a deep wound requiring internal stitches**
  - i. Does not include deep wounds requiring internal stitches to the fingers and toes.
  - ii. A puncture that requires internal sutures meets the laceration criteria
- 9) 2nd (10% body surface) or 3rd degree burns**
- 10) Eye injuries resulting in eye damage or loss of vision**
  - i. Corneal abrasions do not constitute eye damage injury as abrasions and/or scratches due to foreign bodies are considered minor and usually heal quickly.
  - ii. Examples of eye damage would be cases where the eyeball is penetrated or damaged by a significant foreign body.
  - iii. Loss of vision means any permanent change in the employee's vision or change that requires corrective lenses.
- 11) Injections of foreign materials (e.g. hydraulic fluid)**
- 12) Severe heat exhaustion and all heat stroke cases**
  - i. Severe heat exhaustion cases are those where all of the following symptoms are present: profuse sweating, nausea, and confusion. If confirmed fainting occurs due to the heat exposure, this is an automatic severe case.
  - ii. Exclude cases where confirmed personal medical conditions or medications significantly contributed to heat exhaustion
  - iii. If an employee receives an IV for heat exhaustion, it does not necessarily indicate a severe case; further investigation should be conducted to determine if the criteria for severe heat exhaustion were met (profuse sweating, nausea, and confusion or confirmed fainting).
- 13) Dislocation of a major joint (hip, shoulder, elbow, etc.)**

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**Serious Injury Incidence Rate (SIIR):** The number of work related accidents for all OPG employees that result in serious injuries or fatalities, per 200,000 hours worked. Contractor personnel are not included in this indicator.

**Total Recordable Injury Frequency (TRIF)** – A measure for evaluating Health and Safety performance which is the average number of fatalities, lost time injuries, restricted work injuries and medical treatment injuries per 200,000 hours worked.

$$TRIF = (FAT + LTI + RWI + MED) \times 200,000 / \text{Exposure Hours}$$

All regular and temporary employees are calculated separately from Contractors and agency staff.

**TSSA Events:** Any event reportable under the Technical Safety and Standards Act for Fuels, O. Reg. 220/01 for Boilers and Pressure Vessels, and O. Reg. 209/01 for Elevators. Refer to Appendix C.

**Unplanned Exposure Event:** An unplanned workplace incident exposure has resulted from a leak, spill, explosion, release or an unexpected contact with a chemical or other substance. The event may have exposed workers to an infectious, chemical, or other substance, but does not result in a lost time or illness. A form is filed with the WSIB with the purpose of obtaining information about the exposure incident experienced by the worker should an illness or disease occur in the future.

**Work Refusal:** Refer to OHS Act Section 43 for details.

**Work-Related Injury or Illness:** Any injury or illness suffered by a person that arises out of and in the course of employment, i.e., resulting from the employment work activity or environment.

### 3.2 Abbreviations and Acronyms

<b>ASR</b>	Accident Severity Rate
<b>BLA</b>	Business Level Authority
<b>CEA</b>	Canadian Electrical Association
<b>CEO</b>	Chief Executive Officer
<b>CNSC</b>	Canadian Nuclear Safety Commission
<b>COO</b>	Chief Operating Officer
<b>ESA</b>	Electrical Safety Authority
<b>H&amp;S</b>	Health and Safety
<b>IDLH</b>	Immediately Dangerous to Life and Health
<b>IMS</b>	Incident Management System
<b>JHSC</b>	Joint Health and Safety Committee
<b>MOL</b>	Ministry of Labour
<b>MRPH</b>	Maximum Reasonable Potential for Harm
<b>O. Reg.</b>	Ontario Regulation
<b>OHS Act</b>	Occupational Health and Safety Act

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<b>OPG</b>	Ontario Power Generation
<b>PWU</b>	Power Workers' Union
<b>RWI</b>	Restricted Work Injury
<b>SCR</b>	Station Condition Record
<b>SVP</b>	Senior Vice-President
<b>SIIR</b>	Serious Injury Incidence Rate
<b>TRIF</b>	Total Recordable Injury Frequency
<b>TSSA</b>	Technical Standards and Safety Authority
<b>WSIA</b>	Workplace Safety and Insurance Act
<b>WSIB</b>	Workplace Safety and Insurance Board

### 4.0 BASES, RECORDS AND REFERENCES

#### 4.1 Bases

None

#### 4.2 Records

The following records may be generated by use of this document and shall be registered in appropriate document management system in accordance with the following table.

Record Created	Associated Form or Template Number	QA Record? Y/N	Filing Information/Retention (AIMS Type/Sub-Type)
Corporate Report of Incident/Injury	968-7671	N	Filed Incident Management System database (08965.23 for paper copy) Retention: Permanent
Station Condition Record (SCR)	N-FORM-10055	N	Electronic Database Retention: Permanent
myCority	Safety Event Report	N	Electronic Database Retention: Permanent
Safety and Environment Flash Report	94343	N	Approved Information Management System 08960.2424 Retention: 5 years

#### 4.3 References

##### 4.3.1 Performance References

- Corporate Report of Incident/Injury
- N-FORM-10055, Station Condition Record
- N-PROC-RA-0020, Preliminary Event Notification
- N-PROC-RA-0022, Processing Station Condition Records
- O. Reg. 213/91, Construction Projects Regulation
- O. Reg. 834, Critical Injury – Defined
- R.R.O. 1990, Reg. 851, Industrial Establishments
- Occupational Health and Safety Act, R.S.O. 1990

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- OPG-HR-CORP-HR-02, Human Rights and Harassment Procedure
- OPG-PROC-0121, Safety Incident Investigation and Corrective Actions
- OPG-PROC-0134, First Aid Requirements
- OPG-PROC-0075, Violence Free Workplace Procedure
- OPG-STD-0067, Security Incident and Deficiency Reporting
- Safety Flash Report

### 4.3.2 Developmental References

- CEA-A-2-2018, Standard for Recording and Measuring Occupational Injury/Illness Experience and Transportation Incidents.
- O. Reg. 209/01, Elevating Devices Regulation.
- O. Reg. 220/01, Boilers and Pressure Vessel Regulation.
- Workplace Safety and Insurance Act, 1997 (WSIA).

## 5.0 REVISION SUMMARY

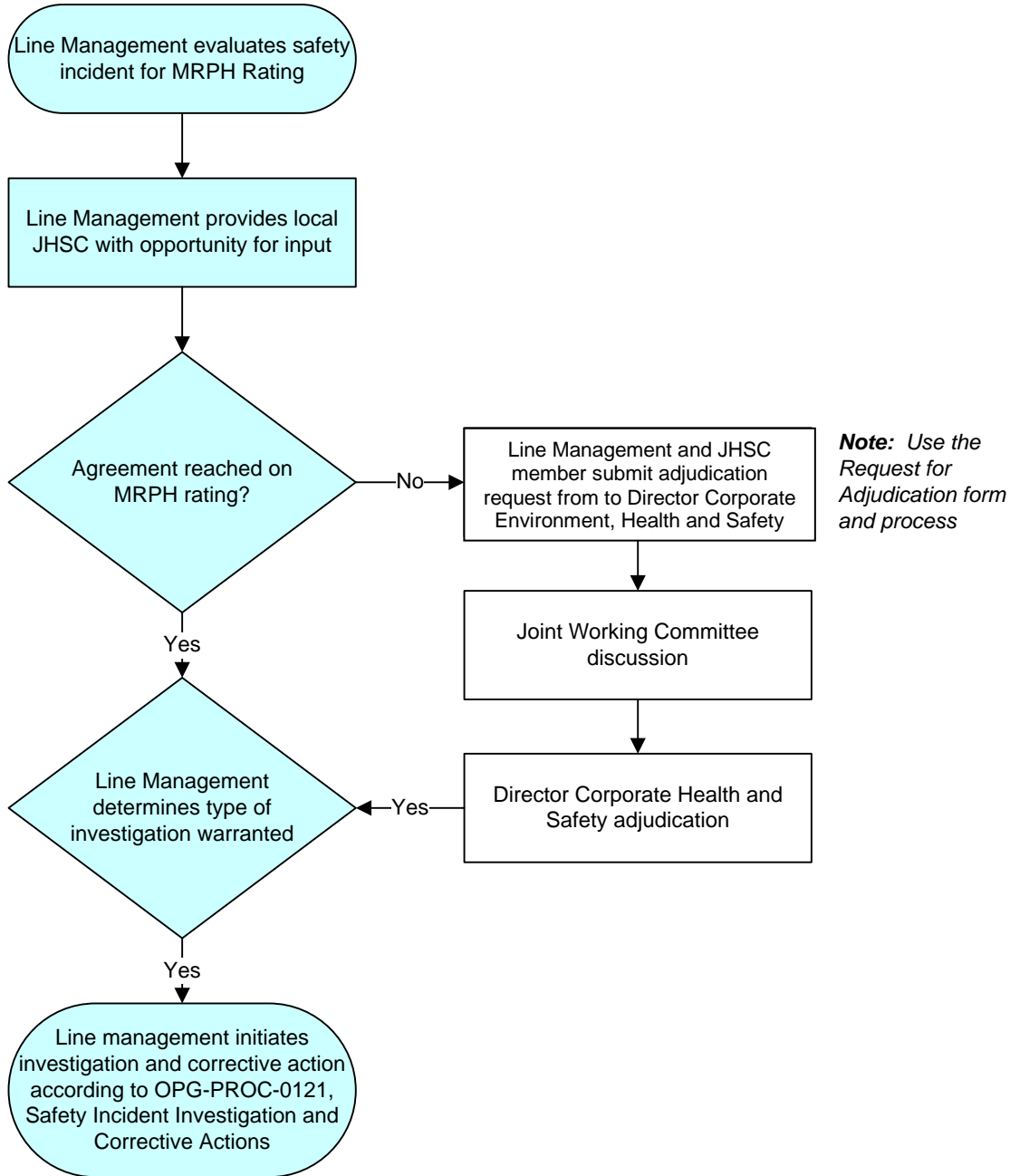
This is an **intent** revision. Revision bars used.

- Formatted to new template document.
- Updated based on recommendations from the JWC subcommittee MRPH team.
  - Added Management Fact-Finding to reflect OPG-PROC-0121
  - Engagement and involvement of JHSC members
- Revised title of Director, Corporate Health and Safety to Director, Environment, Health and Safety.
- Inclusion of SIIR metric.
- Revision bars were used.

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**Appendix A:  
Safety Incident Maximum Reasonable Potential for Harm Rating Process**





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## Appendix B: Request for Adjudication Form and Process

### Instructions:

- JHSC member to fill out one copy of this form (shaded portions).
- Line Management fills out separate copy of this form (shaded portions).
- Both parties meet to review and jointly fill out the agreed upon facts (if any).
- Both parties meet to review, and jointly fill out the “Specific Issues in Dispute” on the JHSC member’s form.
- Both parties sign the JHSC member’s form, indicating agreement on the “Specific Issues in Dispute”.
- JHSC member submits both forms to the Director, Corporate EH&S.

### Date of Request:

JH&SC member’s Name	Workplace Role <input type="checkbox"/> JHSC Member <input type="checkbox"/> Line Management
Accountable Line Manager for the Incident	Names of JHSC Co-Chairs
Event Details	Please provide the location, date and title of the event. Provide an SCR number if applicable.
Description:	Provide a description of the event – upstream events, circumstances surrounding the event, immediate actions taken
Energy Analysis:	Indicate the Energy Type – e.g., Electrical, Thermal, Mechanical, etc. Indicate the amount of energy (e.g., voltage, temperature, force, etc.) and the potential for injury (e.g., possible electrical contact with 600 V, fall of 30’, etc.)
Employee Exposure	Indicate the actual or potential exposure to the energy source e.g., commonly accessed area? Open to the public? Work being conducted in the vicinity at the time? Etc.
Barriers:	Indicate all barriers in place at the time of the incident
Barrier Effectiveness:	Indicate whether the barriers failed or held – i.e., Less than adequate, missing, not planned, etc.
Recommended Rating:	Provide the recommended MRPD rating based on the energy level, exposure, and barrier effectiveness. Provide a description of the rationale including the assessment of the maximum reasonable potential injury that could have occurred (i.e., <i>fatality</i> due to fall of 40’).
Specific Issues in Dispute (To be jointly filled out at the Review, with signatures below indicating agreement on the “Issues in Dispute”)	
Date of Review	

Submitted by:

Position and Location:

JH&SC Member:

Line Management:

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**Appendix C:  
Electrical Safety Authority & Technical Standards Safety Authority Safety Event Reporting**

TSSA				
Event Type	What – Report Criteria	By Whom	Notifies	How and When
Boiler and Pressure Vessels (O. Reg. 220/01)	Any incident involving equipment covered under O. Reg. 220/01 that causes injury or death.	Line Manager	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772; by completing on line TSSA reporting form; or by email.</li> <li>Written report within 48 hours.</li> </ul>
	Explosion or ruptures to equipment including boiler tubes, pipes, valves or other fittings – but excluding discharge from rupture discs.	Line Manager	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772; by completing on line TSSA reporting form; or by email.</li> <li>Written report within 48 hours.</li> </ul>
	Boilers or pressure vessel fitting that have been in a fire.	Line Manager	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772; by completing on line TSSA reporting form; or by email.</li> <li>Written report within 48 hours.</li> </ul>
	Unexpected or uncontrolled release of fluid, not involving release through safety relief valves, and/or release of hazardous substances related to a regulated pressure boundary such as ammonia.	Line Manager	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772; by completing on line TSSA reporting form; or by email.</li> <li>Written report within 48 hours.</li> </ul>
	(a) Equipment failure, including deformation, implosions, welding failure, mechanical damage, control equipment failure that causes overheating of a boiler or fired vessel, corroded and wasted area under required minimum thickness of the vessel, etc. (b) Failure due to vacuum operation or other sources of external pressure that require repairs to be inspected by authorized inspectors (TSSA or qualified insurance inspectors). (c) Any other occurrence involving equipment covered under O. Reg. 220/01, that are not covered under criteria (a) and (b) above, may be determined by the Line Manager or any other person as a reportable incident under O. Reg. 220/01 shall be reported.	Line Manager	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772; by completing on line TSSA reporting form; or by email.</li> <li>Written report within 48 hours.</li> </ul>

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TSSA				
Event Type	What – Report Criteria	By Whom	Notifies	How and When
Elevator (O. Reg. 209/01)	Death or injury requiring medical attention.	Line Manager	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772.</li> <li>Contractor shall submit Elevating Devices Incident Reporting Form to ed-incident@tssa.org within 24 hours of becoming aware of the incident.</li> </ul>
	Injury not requiring medical attention or property damage.	Line Manager and Contractor	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772.</li> <li>Contractor shall submit Elevating Devices Incident Reporting Form to ed-incident@tssa.org within 24 hours of becoming aware of the incident.</li> </ul>
	Equipment exposure to harmful events impacting safe operation.	Line Manager and Contractor	Director, TSSA	<ul style="list-style-type: none"> <li>As soon as possible by phone 1-877-682-8772.</li> <li>Contractor shall submit Elevating Devices Incident Reporting Form to ed-incident@tssa.org within 24 hours of becoming aware of the incident.</li> </ul>
	Mechanic finds equipment in a condition that constitutes an immediate hazard.	Mechanic	Director, TSSA	<ul style="list-style-type: none"> <li>Immediately when found – 1-877-682-8772.</li> <li>Licence holder shall submit Elevating Devices Incident Reporting Form to ed-incident@tssa.org within 7 days of becoming aware.</li> </ul>
	Line Manager finds or becomes aware of equipment in a condition that constitutes an immediate hazard.	Line Manager	Director, TSSA	<ul style="list-style-type: none"> <li>Within 24 hours – 1-877-682-8772.</li> <li>Licence holder shall submit Elevating Devices Incident Reporting Form to ed-incident@tssa.org within 7 days of becoming aware.</li> </ul>

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TSSA				
Event Type	What – Report Criteria	By Whom	Notifies	How and When
Fuels (TSSAct)	Carbon Monoxide Exposure where: (a) If it is determined that work was performed on the equipment in the past six month by a technician; (b) If equipment failure resulting in CO production occurs in a rental occupancy where someone other than the occupant has responsibility for the maintenance of the equipment; (c) If an “abnormal condition” which may represent a product defect or installation error is found during investigation of a possible CO exposure; or (d) If a CO related injury has occurred as a result of problems with the equipment.	Line Manager	Director, TSSA	Immediately to 1-877-682-8772 or in person.
	Asphyxiation resulting from the use, handling or storage of hydrocarbons covered under the TSSA.	Certificate, Record of Training or license Holder; operator; contractor or distributor	Director, TSSA	As soon as possible at 1-877-682-8772 or by FAX or email.
	Pipeline Strikes where the strike has caused evacuation, injuries or media attention.	Line Manager	Director, TSSA	Immediately to 1-877-682-8772 or in person.
	All other pipeline strikes	Line Manager	Director, TSSA	Within 2 weeks of occurrence by phone 1-877-682-8772 or FAX 1-800-472-5485.
	Explosion which have caused injury, damage to equipment or a fire.	Line Manager	Director, TSSA	Immediately to 1-877-682-8772 or in person.
	Liquid Petroleum Spills resulting from operating errors and resulting in a spill in excess of: (a) 100 litres at sites restricted from public access. (b) 25 litres at sites with public access. Spills of lesser quantities need not be reported unless the spill would create a hazard to public health or safety. <b>Note:</b> Spills to the Environment – refer to OPG Environmental governance.	Line Manager	Director, TSSA	Immediately to 1-877-682-8772 or in person.
	Liquid Petroleum Leaks, i.e., where product escapes as a result of equipment failure. <b>Note:</b> Spills to the Environment – refer to OPG Environmental governance.	Line Manager	Director, TSSA	Immediately to 1-877-682-8772 or in person.

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ESA				
Event Type	What – Report Criteria	By Whom	Notifies	How and When
Serious Electrical Events	Any electrical contact or incident that causes death or critical injury such as; an injury that places life in jeopardy, major loss of blood, loss of limb, produces unconsciousness, fracture or amputation of arm or leg (but not fingers or toes), burns to major part of body, loss of an eye.	Manager, Safety	ESA	Within 48 hours by calling 1-877-372-7233
	Any fire or explosion or any condition suspected of being electrical in origin which may have caused a fire, explosion, loss of life, critical injury to a person, or damage to property.	Manager, Safety	ESA	Within 48 hours by calling 1-877-372-7233
	Any electrical contact with electrical equipment operating at over 750 volts.	Manager, Safety	ESA	Within 48 hours by calling 1-877-372-7233
	Any explosion or fire of electrical equipment operating at over 750 volts.	Manager, Safety	ESA	Within 48 hours by calling 1-877-372-7233
<p><b>Note:</b> Exemption to reporting includes electrical systems which form an integral and direct part of electrical generation or production process. Inclusion consists of all facilities, systems, processes and equipment that are not a direct and integral part of the electricity generation production process or the transformation, transmission, and distribution of electricity.</p>				

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### Appendix D: Exclusion for OPG Safety Performance Recording

Incident or injury in the workplace that occurs when the worker is:

- (a) Present at the workplace as a member of the general public.
- (b) Experiencing symptoms that arise in the work environment but are solely due to non-work related event(s) or exposure(s).
- (c) Participating in a voluntary wellness program, medical, fitness or recreational activity.
- (d) Eating, drinking or preparing food or drink for the employee's personal consumption.
- (e) Doing personal tasks outside assigned working hours.
- (f) Undertaking personal grooming, e.g., shaving, conducting self-medication for a non-work related medical condition, e.g., allergic reaction to a medication, or intentionally self-inflicting.
- (g) Experiencing a motor vehicle incident, including bicycles and motorcycles, in a parking lot or access road during the work commute, i.e., arriving at or departing from the employee's normal place of work.
- (h) Experiencing a common cold or flu.
- (i) Suffering from a mental illness unless medical opinion states that it is induced by a work-related event and accepted by a compensation authority.
- (j) Traveling on Company business and is checked into a hotel or motel but the injury or illness occurred during personal activities, e.g., personal recreational activities or detours made for personal reasons or during the commute from hotel or motel to the work location.
- (k) Working at home if the employee is doing non-work related activities.
- (l) Injuries that result *solely* from normal body movements unrelated to work (sneezing, coughing, bending over to tie a shoe, walking, etc.)
- (m) Injuries that result from non-preventable vehicle accidents

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