



Document Number:	POL_3106
Document Name:	Incident Reporting
Effective Date:	1st Aug 2019
Document Status:	Approved

1.0 Purpose

This policy presents the requirements for reporting incidents within Rocky Mountain Adaptive Sports Centre (“RMA”) and externally. Compliance with this policy will enable RMA to respond properly to incidents as they occur, and to remedy hazardous situations and thereby make our activities safer for employees, customers and the public.

2.0 Policy Details

Incident Reporting

It is essential that all incidents, no matter how slight, be reported. Reporting incidents in a timely and detailed fashion makes for a more effective response.

All incidents that involve RMA employees, contractors, program participants, or property must be reported to the supervisor of the person involved and to the Board. Workers and supervisors are responsible for ensuring that such communication takes place efficiently and effectively.

Injury and Illness

In the event that an employee, contractor or program participant experiences a workplace injury or illness, however minor, it is their responsibility to notify their Supervisor of the incident as soon as practicable. It is important that the injured or ill person receives appropriate medical attention, even if the incident is thought to be minor.

All illnesses and medical disorders resulting from workplace activities must be reported so RMA can monitor workplace safety and facilitate WCB reporting.

Supervisors

It is the Supervisor’s responsibility to complete an RMA Incident Report for all reportable incidents. This report, and any supporting documentation, must be submitted to the

Last Modified By:	Finance Comm	Last Modified On:	1 st Aug 2019	Page:	1
Document Owner:	Board Chair	Original Date:	1 st Aug 2019		



Executive Director via fax or e-mail immediately or within 48 hours of the incident, depending on the severity.

The Executive Director will then coordinate further internal or external communication (e.g. Board, Insurance Agent. etc.)

Reporting to Government Agencies

All employees in Alberta are required by Occupational Health & Safety legislation to report serious injuries, fatalities and regulatory violations. Guidance is available from the Chair of the Board.

In the event of occupational injury/illness, provincial WBC regulations require the employer to report within an allotted time. Failure to make a timely report may result in a penalty to RMA. The Supervisor must verbally contact the Executive Director as soon as practicable.

Management Reporting

The Executive Director is responsible for providing the Board of Directors with a quarterly summary of incidents.

All Health, Safety & Environmental (“HS&E”) metrics allow RMA to measure HS&E performance like other indicators of organizational productivity. The main purpose of calculating HS&E metrics is to assist in identifying gaps or deficiencies revealed by the data. It also allows benchmarking of our performance with peers.

3.0 Policy Scope

This Policy applies to Rocky Mountain Adaptive Sports Centre (“RMA”). The term “employees” is used to refer collectively to the employees, volunteers, directors and officers of RMA, and consultants, contractors and other persons engaged by RMA to act on its behalf.

Last Modified By: Finance Comm
Document Owner: Board Chair

Last Modified On: 1st Aug 2019
Original Date: 1st Aug 2019

Page: 2



4.0 Related Policies

POL_3100_ Operations Policies_General_Code of Business Conduct and Ethics
POL_3105_ Operational Policies - General - Health Safety & Environment

5.0 Policy Owner

Board Chair

6.0 Definitions

Incident - an undesired or unplanned event that results in, or may potentially result in, injury or illness to RMA employees, contractors, program participants and the public, or damage to property involving RMA operations.

7.0 Procedures

TBA

Last Modified By: Finance Comm
Document Owner: Board Chair

Last Modified On: 1st Aug 2019
Original Date: 1st Aug 2019

Page: 3