

<b>Policy Area:</b> Human Resources	<b>Number:</b> 4.8
<b>Title of Policy:</b> Near Miss/Acute Injury/Acute Illness	<b>Approved by:</b> Neal Sabourin
<b>Effective Date:</b> May 2021	
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### 1. Rational or Background to Policy

To record all near misses, acute injuries, and/or acute illnesses caused in the workplace. To provide tracking and improve the safety of staff being contractors, employees, and volunteers by providing written documentation of risk factors or potential risk factors, including those incidences that do not result in claims.

### 2. Policy Statement

Calgary Progressive Lifestyles Foundation (CPLF) tracks and reviews all near misses, injuries, and/or acute illnesses that occur in the workplace. This is done thorough the Near Miss/Acute Injury/Acute Illness form, which is used by CPLF management and the OH&S Committee to assist in assessing potential risks and managing identified risks.

### 3. Procedures

- When a staff has an occurrence of a near miss, an injury, or an acute illness at the workplace, they are to advise their Supervisor or Human Resources. If Supervisor is notified they are to contact [hr@cplf.ca](mailto:hr@cplf.ca).
- Once Supervisor is advised, they are to follow up as is appropriate to the situation. This may include but is not limited to immediately reducing the known risk if possible and advising Human Resources at [hr@cplf.ca](mailto:hr@cplf.ca) who will in turn advise the OH&S committee of the situation if needed.
- Once Human Resources (HR) is notified of the incident, HR will then send the Near Miss/Acute Illness/Acute Injury form to the individual staff member for them to fill out.
- Once the staff have filled and shared the form with HR, HR will then review with the Supervisor to assess the situation. They will add in any appropriate information and if possible look for ways for the risk to be reduced in the future.
- Once HR and the Supervisor have reviewed and made their recommendations, the form is then sent to the OH&S committee at [ohs@cplf.ca](mailto:ohs@cplf.ca) for their assessment.
- Recommendations are then implemented by the Supervisor as appropriate.
- The Near Miss/Acute Illness/Acute Injury form is then saved in the resource file, which may be accessed by the OH&S committee, Human Resources, and CPLF Management.

The saving location is as follows; Resources/Human Resources/OHS/OHS Incident Logbook. It is then saved in the appropriate folder labelled as “date – incident – name of those involved (if appropriate)”

**The Near Miss/Acute Illness/Acute Injury form is an internal document utilized to gather information for internal purposes.**