



Immediate Incident Notification Report

(Can be filled out online or by hand)

(To be submitted before the end of shift or day)

NOTE: One report to be completed per incident

Date of Incident : DD-MMM-YY	Time of Incident : 00:00:00	Location :
Department :	<input type="checkbox"/> Electrical <input type="checkbox"/> Warehouse <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing	<input type="checkbox"/> Frank Treat. <input type="checkbox"/> Municipal Office <input type="checkbox"/> Maintenance <input type="checkbox"/> Transportation <input type="checkbox"/> Utilities <input type="checkbox"/> Protective Services <input type="checkbox"/> Ski Hill / Pool <input type="checkbox"/> Community Services

A Incident Classification	
<input type="checkbox"/> Near Miss <input type="checkbox"/> Property Damage <input type="checkbox"/> Security <input type="checkbox"/> Vehicle/Mach. Incident <input type="checkbox"/> Injury <input type="checkbox"/> Spill <input type="checkbox"/> Work Refusal <input type="checkbox"/> Other:	<b style="color: red;">Incident Level : <small>(see below)</small>

B Injury Classification				
<input type="checkbox"/> N/A - No Injury <input type="checkbox"/> Report Only	<input type="checkbox"/> 1st Aid - Non-work <input type="checkbox"/> Medical Aid - Back to Work	<input type="checkbox"/> 1st Aid - Back to work <input type="checkbox"/> Medical Aid - Modified Work	<input type="checkbox"/> 1st Aid - Modified Work <input type="checkbox"/> Medical Aid - LTA	<input type="checkbox"/> Occupational Disease <input type="checkbox"/> Fatality

C Environmental Spill Classification (see below for reporting quantities)	
<input type="checkbox"/> N/A - No Spill <input type="checkbox"/> On Land <input type="checkbox"/> In Watercourse <input type="checkbox"/> Spill - Liquid <input type="checkbox"/> Spill - Solid <input type="checkbox"/> Gas Release <input type="checkbox"/> Contaminant Leak	UN Number : _____ Chemical Name : _____

D Property Damage Classification	
<input type="checkbox"/> N/A - No Damage <input type="checkbox"/> Building <input type="checkbox"/> Tools <input type="checkbox"/> Vehicle <input type="checkbox"/> 3rd party <input type="checkbox"/> Machinery <input type="checkbox"/> Mobile Equipment <input type="checkbox"/> Cargo	Est. Cost of Damage : _____ Items Damaged (door, sign, plow, etc) : _____

E Persons Involved in Incident/Accident					
#	Full Name	Position	Unit #	Contact Phone Number	Relation to Project
1					<input type="checkbox"/> CNP Employee <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Public
2					<input type="checkbox"/> CNP Employee <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Public
3					<input type="checkbox"/> CNP Employee <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Public

F Full Name(s) of Witness(s)					
#	Full Name	Position	Unit #	Contact Phone Number	Relation to Project
1					<input type="checkbox"/> CNP Employee <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Public
2					<input type="checkbox"/> CNP Employee <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Public
3					<input type="checkbox"/> CNP Employee <input type="checkbox"/> Sub-Contractor <input type="checkbox"/> Public

G Detailed Description of the Incident (be sure to include times, sounds, smells, noises etc.) (use back of sheet if required)

What could I have done differently? (Identify any/all things you think may have contributed to the Incident)

USE THIS CHART TO DETERMINE THE "INCIDENT LEVEL" IN SECTION "A" ABOVE

INCIDENT LEVEL	INJURIES	QUALITY OF SERVICE	REPUTATION	ENVIRONMENT	LEGAL / CONTRACTUAL
SEVERE 5	Would cause loss of life	Severe impact on the quality of services provided by the MCNP resulting in a 50% or more increase of complaints from the community	External Reputation irrevocably destroyed or damaged. Severe impact on staff turnover (increase of > 25% above national average levels)	Would cause catastrophic environmental damage leading to fines against the municipality and significant resources to rectify	Legal: Numerous major litigations Contract: Termination of contract for default
MAJOR 4	Would cause serious casualties resulting in long-term physical impairment of personnel	Considerable impact on the quality of services provided by the MCNP resulting in a 25% to 50% increase of complaints from the community	External Reputation severely damaged: considerable effort and expense required to recover. Major impact on staff turnover (increase of 15% to 25% above national average levels)	Would cause extensive environmental damage and significant resources to rectify	Legal: Single major litigation or numerous mederate litigations Contract: Receive written notice from authority threatening termination if not rectified
MODERATE 3	Would cause several casualties that require hospitalisation with no long-term effects	Considerable impact on the quality of services provided by the MCNP resulting in a 10% to 25% increase of complaints from the community	External Reputation damaged: some effort and expense required to recover. Moderate impact on staff turnover (increase of 10% to 15% above national average levels)	Would cause some environmental damage and allocation of some resources to rectify	Legal: Single moderate litigation or numerous minor litigations Contract: Receive verbal advice from authority that if breaches continue, a default notice may be issued
MINOR 2	Would cause several minor casualties that require medical attention off-site with no long-term effects	Some impact on the quality of services provided by the MCNP resulting in less than 10% increase of complaints from the community	External Reputation minimally damaged. Little or no effort and expense required to recover. Minor impact on staff turnover (increase of 5% to 10% above national average levels)	Would cause minor environmental damage. Rectification occurs from within existing budget	Legal: Single minor litigation. Contract: Results in the meeting of the parties in which the authority expresses concern
INSIGNIFICANT 1	Would cause minor injuries that are able to be treated on-site with no long-term effects	No impact on the quality of services provided by the MCNP	External Reputation not effected. No effort and expense required to recover. Minimal impact on staff turnover (increase of < 5% above national average levels)	No environmental damage	Legal: A threat of litigation requiring small compensation. Contract: No effect on contract performance

Alberta Spill Reporting Quantities

Class 1 - Explosives (Blasting Caps, Fireworks, Ammunition, Hilti charges)	Any quantity that could pose a danger to public, or 50 kg
Class 2 - Gases (Oxygen, Acetylene, Ammonia, Aerosols)	Any quantity that could pose a danger to public, or a sustained release of 10 minutes or more
Class 3 - Flammable liquids (Diesel, Gasoline, Oil, Alcohol, Solvent)	200 Litres
Class 4 - Flammable solids/Spontaneous Combustion/ Water Hazard (Phosphorous, Matches)	25 Kilograms
Class 5 - Oxidizing Substances, Organic Peroxides (Hydrogen Peroxide, Ammonium Nitrate)	Class 5.1 - 50 kg or 50 L Class 5.2 - 1 kg or 1 litre
Class 6 - Toxic & Infectious Substances (Pesticides, Cyanide)	Class 6.1 - 5 kg or 5 L Class 6.2 - Any quantity that could pose a danger to public or 1 kg or 1L
Class 7 - Radioactive Materials (Radioactive ore, Isotopes)	Any quantity that could pose a danger to public
Class 8 - Corrosives (Sulfuric Acid, Batteries, Sodium Hydroxide)	5 kg or 5 L

Extra Notes:

Reported By : _____ Date : _____ Telephone Number : _____

Completed By : _____ Date : _____ Telephone Number : _____

**When completed, please send to your Lead Hand/Manager by the end of the day/shift.
Preserve the incident site, call 911 if necessary, deal with the injured and report to your supervisor immediately.**