

REPORTING INJURIES or NEAR-MISS ACCIDENTS

Arkay employees are required to immediately report any injury, accident or near-miss to their site CSO. Failure to immediately report injuries may cause delayed care. Delayed care can complicate a minor injury or strain and can have serious medical consequences for those that are hurt more seriously than initially realized.

Failure to report near-miss accidents allow dangerous working conditions to continue, risking the welfare of other workers and equipment in the area.

Workers are also reminded that it is an employee requirement to immediately report all injuries and near-miss incidents to the Arkay office.

No Exceptions

If you are injured or involved in an accident call Arkay 604.757.5300 or Arkay safety coordinator 778.710.7019 or email safety@arkaycontracting.com

Questions:

- 1) Is it an employee requirement to report all injuries? Y / N
- 2) When should you report an injury to first aid?
 - A) When you feel worse.
 - B) Immediately after the injury occurs.
 - C) When your foreman tells you too
 - D) After you have seen a doctor. Answer B
- 3) Is it important to report a near miss immediately?
 - A) No, it takes time away from work.
 - B) Yes, it can prevent another accident.
 - C) Yes, but it can wait until I've finished the job at hand. Answer B
- 2) Who should you report an injury or near-miss incident too?
 - A) Your co-worker.
 - B) Your Site CSO.
 - C) Your Site CSO and the Arkay Office. Answer C

Worker Handout

Reporting Injuries or Near Miss Incidents

Arkay workers are required to immediately report injuries, near miss incidents and accidents to the Site CSO or 1st Aid.

Failure to report unsafe work areas, near miss incidents and injuries allows:

- A) Unsafe working conditions to continue, risking others,
- B) Delayed worker care, and
- C) Complications to the injury.

Reporting Injuries is A 2-Step Process, No exceptions!

Step 1.

Report to the Site CSO or 1st Aid immediately following the injury or near miss incident.

Step 2.

Report the incident to the Arkay Safety Coordinator (see below).

The best way to prevent future incidents from occurring is early notification of near miss incidents or injuries. Early notification allows Arkay Contracting to determine the root cause of the incident.

To report injuries or safety concerns contact:

Evangeline Blanchard, Arkay Safety Coordinator

Ph. 778.710.7019

Email: safety@arkaycontracting.com