Why is it important to Document injuries/Illnesses and Near Miss/Hazardous conditions?

Whenever an incident occurs, its important to document the incident into the **Safety Data Management System (SDMS)** for a several different reasons.

1. This is the only location all City employees can report incidents.
2. It provides an electronic record that cannot be lost or destroyed. Once incidents are submitted they are immediately locked into the system and the appropriate people are notified (supervisor, safety advisors, disability management). Documents and pictures can be added when submitting or at any time by the supervisor.
3. It allows CFD to document the findings of the investigation of the incident. Investigations are conducted to identify all the contributing factors, with the intent of finding the root cause, thus preventing future simular incidents from happening.
4. Corrective actions can be assigned and tracked within the program to ensure hazards are addressed.
5. It provides the employee a place to put a detailed description of the event for record keeping purposes. Even if the incident may seem minor at the time, you may need to recall information at a later date. It's important to document ASAP while the details are still fresh in your mind.

When do you need to Document injuries/Illnesses and Near Miss/Hazardous conditions?

1. As soon as possible but within 24 hours of the incident.
2. While at work, antime you:
    a. suffer an injury of any type
    b. notice a hazardous condition
    c. witness or experience a near miss
    d. receive a report of public people or contractors getting injured on City property

Where do you need to Document injuries/Illnesses and Near Miss/Hazardous conditions?

All incidents are reported online at CFDnet/Safety Visit the page and click on the red "report online" button.

Who needs to Report and Document injuries/Illnesses and Near Miss/Hazardous conditions?

Anybody that experiences an injury, illness, near miss or observes a hazardous condition. This includes employees, visitors, public and contractors while on City property. Preferably the person involved should be submitting the report as they are most knowledagable with the event. There are a few instances where the supervisor would submit the report these include:

- involved person is not a City employee
- involved employee is unable to report the incident due to injury, reporting it when on a day off or employee does not have access to a City computer.

What needs to be Reported for injuries/Illnesses and Near Miss/Hazardous conditions?

As much information as possible. Paint the full picture in your report with as much detail as possible. Assume the reader on the other end does not know your job or tasks. Pictures, sketches and supporting documents are always welcome, in fact encouraged. The more information in the original report the better. It makes follow up and claim submission more accurate and streamlined.

Here are the descriptions fo reach incident category

Employee Injury/Illness - First Aid, Medical Aid, Lost Time
- First Aid - Injury resulted and treatment is received onsite.
- Medical Aid* - Employee will seek or has sought medical treatment from a medical professional such as a doctor, dentist, chiropractor, physiotherapist, EMS, psychologist, EFAP counsellors, et cetera. *WCB paperwork must be submitted internally within 24 hours.
- Lost Time* - Employee sought medical attention and will miss any time from work beyond the shift of injury. *WCB paperwork must be submitted internally within 24 hours.

Employee Injury/Illness - Untreated
- Employee was injured but did not require first aid or medical care.

Near Miss (Event with No Damage/Injury)
- An undesired event that, under different circumstances, could have resulted in personal harm or damage to equipment, property or the environment.

Hazardous Condition (No Event)
- A situation or condition with potential for harm to persons, property or the environment, however, no one has been injured (e.g. a puddle of water is seen that could cause injury if not addressed).

Damage Only (Event with No Injury)
- Property damage occurred but did not cause any injuries.

Public Incident Report
- This report is to be used to report a public incident where there is no employee impact. Report employee and property impacts using the appropriate report option above.

Frequently Asked Questions??

Is this the only form I must fill out?

There may be more forms to complete depending on the incident or severity.

WCB C060 Worker Report – Is required when you are injured and seek (or may seek) **medical aid**. The link to the C060 is available at CFDnet/Safety. or in the WCB Worker Handbook available in station or with your supervisor. This form should be faxed/emailed to CFD's Disability Management Section within 24 hours of incident. They will ensure that the paperwork is filled out correctly and send on to WCB. Disability Management's fax number is (403) 873-5354.

WCB L054 Automobile Accident Report - Is required (along with a C060) if you were injured at work in an automobile accident. The link to the L054 is available at CFDnet/Safety, or in the WCB Worker Handbook available in station or with your supervisor This form should be faxed/emailed to CFD's Disability Management Section

within 24 hours of incident. They will ensure that the paperwork is filled out correctly and send on to WCB. Disability Management's fax number is (403) 873-5354.

What classifies as Medical Aid?

If you have sustained an injury that has caused you (or may cause you) to seek medical treatment, you must select this category. Medical treatment includes treatment from: a doctor, dentist, chiropractor, physiotherapist, psychologist, or EFAP counsellors.

What classifies as First Aid?

First Aid treatment doesn't necessarily have to be administered by a recognized First Aid attendant. First aid treatment can be as simple as putting an ice pack on a bruised knee or putting a band aid on a small cut. When you seek treatment from our Fire Response Paramedics, this would also be considered First Aid.

Who is my Supervisor?

SDMS automatically populates the supervisor field to the Battalion Chief on your shift. **This needs to be changed to indicate your District Chief at the time if incident so he can investigate the incident.**

What category should firefighters use when reporting an exposure to smoke?

When reporting an exposure to smoke during a fire, submit the SDMS report as an **Untreated Injury**. At first glance, this might seem like it should be a Hazardous Condition, but the correct category is Untreated Injury/Illness. The reason you are submitting the SDMS report is because you have had some level of exposure, therefore the incident is not considered a Hazardous Condition but as an actual incident.

Note: if you haven't sought medical aid, in the field," most significant type of injury/illness" the appropriate selection should be "Not yet diagnosed by medical professional (includes exposures without injury at time of incident)"

Fire Department Activities?

All Calgary Fire Department employees must click on the arrow in the header to expand the Calgary Fire Department activities section. Use the tree icon to complete the fire department activities field. Choose the field that is most applicable to the activity that you were doing at the time of incident. This Field is important for data trending purposes and must be completed for every submission.

I missed the 24 hour time allotment for submitting my report. Will it still be accepted?

The 24 hour time allotment is put in place to allow Disability Management time to gather all necessary imformation prior to sending the information to WCB. Delayed reporting may still be accepted, but it may result in penalty from WCB.
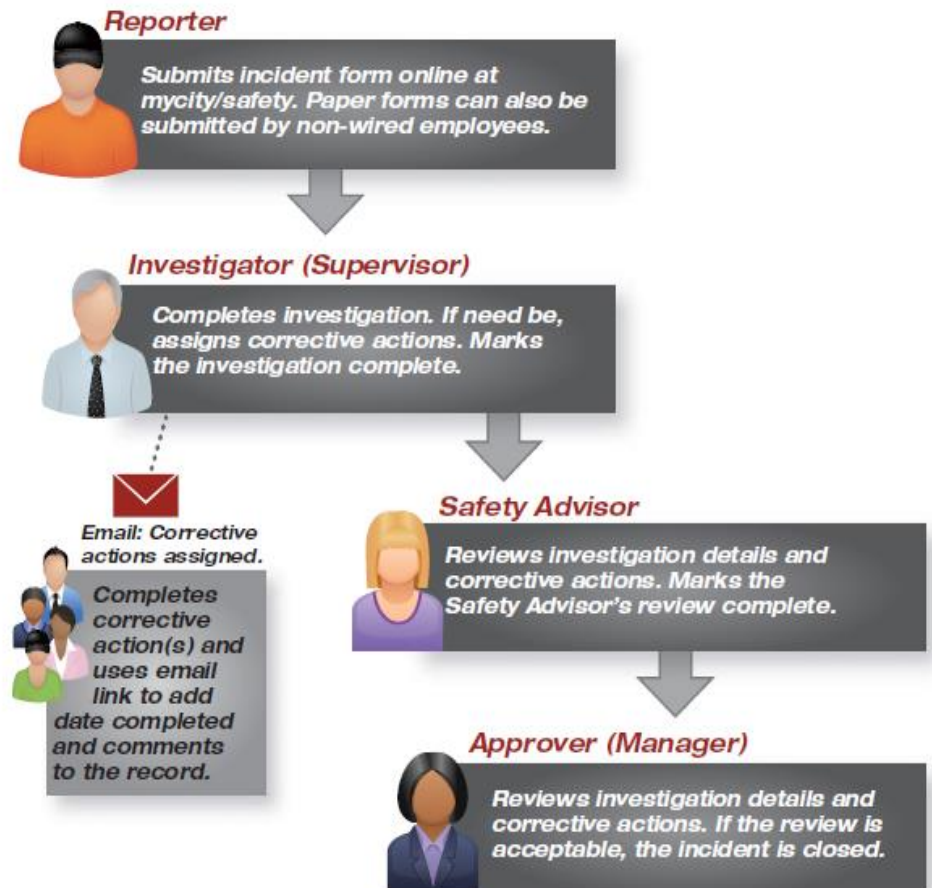
Why didn't my SDMS submit?

The SDMS system won't let you submit a report if all the mandatory fields are not filled out. If you miss one, the system will prompt you until all mandatory fields are complete.

Another common problem with submission is the time out feature. When a SDMS report is started, employees have 40 min to complete the report. You receive an error message upon submitting the report if you go beyond the 40 minutes and will have to start over.

What happens when an employee reports an incident in SDMS?

After an SDMS report is submitted, it is immediately sent to your supervisor who is responsible for investigating the incident. Once the investigation is completed, the report goes to Health and Safety for approval. Once approved, the report is sent to the employee's manager (Battalion Chief) for final approval.

Reporter

Submits incident form online at mycity/safety. Paper forms can also be submitted by non-wired employees.

Investigator (Supervisor)

Completes investigation. If need be, assigns corrective actions. Marks the investigation complete.

Email: Corrective actions assigned.

Completes corrective action(s) and uses email link to add date completed and comments to the record.

Safety Advisor

Reviews investigation details and corrective actions. Marks the Safety Advisor's review complete.

Approver (Manager)

Reviews investigation details and corrective actions. If the review is acceptable, the incident is closed.

Any questions or comments regarding SDMS or submitting reports can be directed to CFDsafety@calgary.ca or directly to the On Call Health and Safety Officer at 403 478-1247