

<b>HPL INCIDENT REFERENCE CHART</b>		
<b>Number:</b> HPL-APR-HSET-403	<b>Revision Date:</b> 31-AUG-2021	<b>Approved By:</b> Director of HSET
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**Table 1**

Classification	Example
<i>Good Catch</i>	<p>When a <b>Good Catch</b> occurs, no harm injury, illness or damage occurred, however the potential was noticed prior to becoming a more serious outcome. Good Catches are classified as Minor.</p> <p>EX: An employee walks under a door fame and sees a brick on top that has the potential to fall and hurt an employee.</p>
<i>Near Miss</i>	<p>When a <b>Near Miss</b> occurs, no harm injury, illness or damage occurred, however the situation was such that there was potential for a more serious outcome. Near misses are classified as either Minor, Serious or Major.</p> <p>Ex. An employee walks under a door fame and a brick falls but misses the employee and does not cause an injury or damage.</p>
<i>Incident</i>	<p>When an <b>Incident</b> occurs, harm, injury or damage has occurred. Incidents are classified as either Minor, Serious or Major based on the actual outcome and or potential outcome.</p> <p>Ex. An employee walks under a door fame and a brick falls and hits the employee causing an injury or damage.</p>

**The most serious outcome across all categories shall be used to classify the incident, however the report can contain more than one classification.**

Table 2 provides examples that shall be used for guidance when establishing the severity of the actual and or potential outcome of the Good Catch, Near Miss, or Incident.

**Note: for all incidents that may not be listed in Table 2 Incident Reference Chart, please contact the HSET division to clarify classification.**

**Table 2**

Hundseth Powerline Construction Incident Reference Chart	
Good Catch	
Minor	<p>Examples:</p> <ul style="list-style-type: none"> <li>Identifying an uneven or slippery surface and applying a control (i.e. salt on ice)</li> <li>Moving an object that could fall from a ledge</li> <li>Finding a deficiency in a tool before operating it</li> <li>Catching a finding or deficiency on a daily vehicle pre-trip inspection</li> </ul>
<p>Note: All Good Catches will be classified as a Minor.</p>	

Injury/Illness	
Minor Near Miss	<p>Examples:</p> <ul style="list-style-type: none"> <li>Non treatment injuries</li> <li>Slip or trip but did not fall</li> <li>Potential injury to public</li> </ul>

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<b>Serious Near Miss</b>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Potential for a serious injury</li> <li>• Open excavation that is not barricaded or signed</li> <li>• Mobilizing equipment near an unidentified power line</li> <li>• Working at heights without wearing the required PPE</li> <li>• Isolation incidents (guarantee of isolation, construction isolation, switching, recloser block, grounding)</li> <li>• A breach of using or following a procedure, process or standard that had the potential for a serious incident.</li> <li>• A violation of limits of approach</li> <li>• A compliance or stop work order from a government body</li> </ul>
<b>Minor Incident</b>	<ul style="list-style-type: none"> <li>• First aid as per definition</li> <li>• First aid kit used</li> </ul>
<b>Serious Incident</b>	<ul style="list-style-type: none"> <li>• Occupational illness</li> <li>• Medical aid as per definition</li> <li>• Modified duties required</li> </ul>
<b>Major Incident</b>	<ul style="list-style-type: none"> <li>• Fatality</li> <li>• Lost time incident</li> </ul>

Property/ Equipment/ Tool Damage	
<b>Minor Near Miss</b>	<ul style="list-style-type: none"> <li>• Fire hazards are present, and precautions are not taken to address the risk (ex. Idling in tall grass in warm/dry weather, welding in a dry area without wetting the ground prior)</li> <li>•</li> </ul>
<b>Serious Near Miss</b>	<ul style="list-style-type: none"> <li>• Fire near Hundseth asset(s) or has the potential to spread to Hundseth asset(s)</li> <li>• The controls from the Hazard, Aspect and Risk Assessment were not implemented to protect the work zone</li> <li>• Unsecured load where equipment fell – no impact to public or property</li> <li>• Potential for serious tool, equipment, facility, or property damage</li> <li>• Weather conditions existed that could lead to a fire spreading out of control (high winds, dry conditions etc.)</li> </ul>
<b>Minor Incident</b>	<ul style="list-style-type: none"> <li>• Property damage under \$5,000</li> <li>• Vehicle incident with damage under \$5,000</li> <li>• Preventable vehicle incident</li> <li>• An ignition occurred and the fire is contained but did not spread to another fuel source</li> <li>• Property damage to exterior of site (ex. Perimeter fence, building, etc.) with no entry gained.</li> </ul>

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	<ul style="list-style-type: none"> <li>Property damage minor in nature</li> <li>Trespassing</li> <li>Car prowling with access into vehicle</li> <li>Tailgate resulting in unauthorized access</li> <li>Minor theft</li> <li>Lost or stolen keys</li> </ul>
<b>Serious Incident</b>	<ul style="list-style-type: none"> <li>Property damage between \$5,000 to \$50,000</li> <li>Vehicle incident with damage between \$5,000 - \$10,000</li> <li>An ignition has occurred on an Hundseth asset, and the fire spread to other fuel sources, such as grass, trees, crops, property, etc</li> <li>An ignition has been caused by an employee or contract and a fire starts on a fuel source such as grass, trees, crops, property, etc</li> <li>A fire is ignited with the potential of spreading due to weather conditions (ex. High winds, dry conditions) and the fire department is called to prevent the spread of the fire</li> <li>Low risk of Fines and or litigation</li> <li>Property damage serious in nature</li> <li>Lost or stolen keys and used for entry.</li> <li>Serious theft</li> <li>Property damage to exterior of site (ex. Perimeter fence, building, etc.) with entry gained.</li> <li>Trespassing to complete an action</li> <li>Unauthorized access</li> <li>Threat or harm or damage</li> </ul>
<b>Major Incident</b>	<ul style="list-style-type: none"> <li>Property Damage exceeding \$50,000</li> <li>Vehicle incident with damage above \$10,000</li> <li>A fire caused by an employee, contractor, or asset that has spread beyond and caused property damage, loss of life, loss of reputation.</li> <li>A fire caused in a high-risk fire area</li> <li>High risk of Fines and or litigation</li> <li>Major theft</li> </ul>

<b>Motor Vehicle Incident (MVI)</b>	
<b>Minor Incident</b>	<ul style="list-style-type: none"> <li>Minor Near Miss and Damage, and No Injury</li> </ul>
<b>Serious Incident</b>	<ul style="list-style-type: none"> <li>Serious Near Miss, Minor or Serious Injury or Damage</li> </ul>
<b>Major Incident</b>	<ul style="list-style-type: none"> <li>Major Near Miss or Major Injury or Damage</li> </ul>

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Utility Contact	
<b>Minor Near Miss</b>	<ul style="list-style-type: none"> <li>Exposing a communication line</li> </ul>
<b>Serious Near Miss</b>	<ul style="list-style-type: none"> <li>Encroachment on a National Energy Board Line</li> <li>Exposing an electrical or gas line</li> </ul>
<b>Minor Incident</b>	<ul style="list-style-type: none"> <li>No chance of injury or Minor Near Miss</li> <li>Communication line contact</li> </ul>
<b>Serious Incident</b>	<ul style="list-style-type: none"> <li>Minor or Serious Near Miss Injury</li> <li>Secondary Electrical or Low-Pressure Gas Line</li> </ul>
<b>Major Incident</b>	<ul style="list-style-type: none"> <li>Serious Near Miss or Serious or Serious Injury</li> <li>Primary Electrical and or High-Pressure Gas Line</li> <li>National Energy Board Contact</li> </ul>

Environmental	
<b>Minor Near Miss</b>	<ul style="list-style-type: none"> <li>Release of less than 5 liters of:               <ul style="list-style-type: none"> <li>In-service PCB electrical insulating oil (&lt;50 ppm) resulting in a cumulative PCB release of &lt;0.75 grams</li> <li>Any environmentally sensitive liquid (not including battery acid)</li> </ul> </li> <li>Any non-conformance with a Hundseth standard, procedure, or project specific environmental requirement that can be rectified immediately.</li> </ul>
<b>Serious Near Miss</b>	<ul style="list-style-type: none"> <li>A release of in-service PCB electrical insulating oil (&lt;50ppm) resulting in a cumulative PCB release of &gt;0.75 grams of PCB but less than 1.0 grams of PCB.</li> <li>An action or event that had the potential to result in a Serious Environmental incident.</li> </ul>
<b>Minor Incident</b>	<ul style="list-style-type: none"> <li>Release of greater than 5 liters of:               <ul style="list-style-type: none"> <li>In-service PCB electrical insulating oil (&lt;50ppm) not resulting in a cumulative PCB release of &gt;0.75 grams.</li> <li>Any environmentally sensitive liquid (not including battery acid)</li> <li>Any release of battery acid &lt;5L.</li> <li>A release of a greenhouse gas (ex. refrigerants, SF6, CF4) less than 10 kg or less than a 10-minute sustained release.</li> </ul> </li> <li>An activity that results in the death or injury of wildlife listed as “non-licence animals.”</li> <li>Discovery of dead or injured wildlife on or within Hundseth facilities</li> <li>Any non-conformance with a Hundseth standard, procedure, or project specific environmental requirement that can be rectified immediately.</li> </ul>
<b>Serious Incident</b>	<ul style="list-style-type: none"> <li>Release of greater than 50 liters of:               <ul style="list-style-type: none"> <li>In-service PCB electrical insulating oil (&lt;50ppm) resulting in a cumulative PCB release of &gt;0.75 grams.</li> <li>Any environmentally sensitive liquid &gt;50L (not including battery acid)</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Any release of battery acid &gt;5L.</li> <li>• A release of a greenhouse gas (ex. refrigerants, SF6, CF4) greater than 10 kg or greater than a 10-minute sustained release.</li> <li>• A product or substance released in any volume to a surface water body (including a wetland or watercourse) or groundwater.</li> <li>• The disposal of waste at an unauthorized waste management facility.</li> <li>• An activity that results in the disturbance or death of a migratory bird, disturbance or destruction of legally protected habitat, or injury/death of a species-at-risk.</li> <li>• Deposition of a substance that is harmful to migratory birds, or permitting such a substance to be deposited, in waters or an area frequented by migratory birds or in a place from which the substance may enter such waters or such an area.</li> <li>• Commencement of construction, operations, or maintenance activities or works without the proper environmental approvals or notifications in place</li> <li>• Any activities or works that are in non-compliance with the conditions of provincial or federal regulations, legislation, authorization, or approval.</li> <li>• Formal notice of investigation or an environmental order issued by a provincial or federal environmental regulatory agency.</li> </ul>
<b>Major Incident</b>	<ul style="list-style-type: none"> <li>• Stop work order a provincial or federal environmental regulatory agency.</li> <li>• Incident resulting in a serious adverse effect on the environment.</li> <li>• Charges, fines, or administrative penalties laid by a provincial or federal environmental regulatory agency.</li> </ul>
<b>Harassment/ Violence</b>	
<b>Minor Near Miss</b>	<ul style="list-style-type: none"> <li>• Vicious animal or human in the area</li> </ul>
<b>Serious Incident</b>	<ul style="list-style-type: none"> <li>• Verbal aggressive or threatening behaviour</li> <li>• Socially excluding or isolating someone</li> <li>• Persistently criticizing, undermining, belittling, demeaning, or ridiculing someone</li> <li>• Swearing at someone or using inappropriate language to them</li> <li>• Abusing authority by publicly ridiculing or disciplining a subordinate</li> <li>• Abusing authority by interfering with a subordinate’s performance or job</li> <li>• Threat of vicious animal in the area</li> <li>• Displaying offensive posters, cartoons or images of a sexual nature</li> <li>• Sending inappropriate electronic communications.</li> <li>• Making abusive or derogatory remarks or jokes about someone’s gender, gender identity or gender expression, sex or sexual orientation.</li> <li>• Spreading malicious rumours or gossip about an individual or a group.</li> </ul>
<b>Serious Incident</b>	<ul style="list-style-type: none"> <li>• Physical threat or attack on an employee</li> </ul>

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	<ul style="list-style-type: none"> <li>• Evacuation of site (threat or event)</li> <li>• Using the internet to harass, threaten or maliciously embarrass someone</li> <li>• Abusing authority by soliciting a sexual or romantic relationship from a subordinate, or making social invitations with sexual overtones to a subordinate</li> <li>• Using the internet to make sexual threats, or to harass or exploit someone sexually</li> <li>• Sexual assault or touching</li> <li>• Sexual invitations or requests in return from a promise, promotion or reward</li> <li>• Physical assault</li> <li>• Domestic violence.</li> <li>• Damaging, hiding or stealing someone’s personal belongings or work equipment.</li> </ul>
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<b>Non-Conformance</b>	
<b>Opportunity for Improvement</b>	<ul style="list-style-type: none"> <li>• An improvement action to meet internal or customer requirements or enhance internal or customer satisfaction</li> <li>• Areas of practice in need of improvement</li> <li>• Improvement priority for the institution</li> <li>• Opportunity to improve from an auditor’s experience in the industry</li> </ul>
<b>Minor Non-Conformance</b>	<ul style="list-style-type: none"> <li>• A single observed lapse or isolated incident</li> <li>• Minimal risk of nonconforming product or service</li> <li>• A drawing marked up with unauthorized changes</li> <li>• A purchase order released without review and approval</li> <li>• An inspection instrument past its calibration date.</li> <li>• A training record not available</li> </ul>
<b>Major Non-Conformance</b>	<ul style="list-style-type: none"> <li>• Construction not completed as per given design/drawing</li> <li>• Deviation from the project specification</li> <li>• Work fails to meet agreed quality standards</li> <li>• Several minor non-conformances related to the same clause</li> <li>• No documented procedure</li> <li>• Document changes routinely carried out in an unauthorized manner</li> <li>• Major purchases made from unevaluated suppliers.</li> <li>• Product purchased without required inspection and tests.</li> </ul>

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**Table 3**

**Classifications and Reporting Requirements**

Injury/ Illness, Environment, Line Contact, Property Damage, Tool Damage, Equipment Damage, Motor Vehicle Incident	Verbal/ Written Notification to the Operations Manager & the HSET Division within 2 hours	Verbal/ Written Notification to the Vice President/President & CEO within 2 hours.	Preliminary Report or Bulletin Required within 24 hours	Conference Call required within 24 hours.	Investigation Required	Final report required within 7 calendar days	Notify OH&S	Notify WCB	Final report required within 48 hours including learnings.
Minor	Yes	No	No	No	Yes	Yes	No	No	No
Serious	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Major	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
<b>Good Catch Reporting</b>									
Minor	No	No	No	No	No	No	No	No	Yes
<b>Near Miss Reporting</b>									
Minor	No	No	No	No	No	No	No	No	Yes
Serious	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No

**References**

- HPL-APR-HSET-400 Good Catch, Near Miss & Incident Management & Investigation Procedure