# VOLUNTEER INCIDENT REPORTING FLOWCHART

**DISPATCH AUTO REPORTS INCIDENT TO:**
HSE Support Committee Chair
Volunteer's Committee Chair
Volunteer's Committee SL
Volunteer Services
Reporting Volunteer

## FOR ANY INCIDENT CONTACT DISPATCH
## 403-261-0595

**DISPATCH WILL CONTACT:**

Park Patrol, Medical,
POLICE, EMS, Fire, 911

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### NEAR MISS
An unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

### PROPERTY/EQUIPMENT DAMAGE
Destruction, damage or loss of tangible property/asset where no person is injured.

### ENVIRONMENTAL
Damage or potential damage to the natural environment, humans or animals.

### MEDICAL AID / FIRST AID

### SERIOUS INCIDENT
Fatality, disabling injury; uncontrolled fire, explosion, flood that may cause serious injury; equipment, building, structure collapse.

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**VOLUNTEER:**

- Reports incident to Dispatch 403-261-0595.
- Reports incident to shift leader and/or Volunteer's Committee chair.

**COMMITTEE CHAIR:**

- Committee Chair completes Incident Report within 24 hours. Include photos, witness statements.
- Completes and submits Investigation Report with assistance from HSE and Volunteer Services as needed.

**HSE SUPPORT CHAIR:**

- Alerts Cause Safety to the incident who reports the incident to Alberta OH&S

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**DISPATCH :**

- Notify Environmental Manager.

**VOLUNTEER:**

- Reports incident to Dispatch 403-261-0595.
- Contain spill if safe to do so.
- Safe out area (people, animals and equipment).
- Reports incident to shift leader and/or Volunteer's Committee chair.

**COMMITTEE CHAIR:**

- Committee Chair completes Incident Report within 24 hours. Includes photos, witness statements.
- Completes and submits Investigation Report with assistance from HSE and Volunteer Services as needed.

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**First Aid:** Volunteer seeks an immediate, temporary, and one-time treatment for a minor injury or illness (i.e. minor cuts, scrapes, bandages, ice packs).

**Medical Aid:** Injured volunteer goes to on-site or off-site Medical Centre for assessment and treatment if required.

**VOLUNTEER:**

- Reports incident to Dispatch 403-261-0595.
- Reports incident to shift leader and/or Volunteer's Committee chair.

**COMMITTEE CHAIR:**

- Committee Chair completes Incident Report within 24 hours. Includes photos, witness statements.
- Completes and submits Investigation Report with assistance from HSE and Volunteer Services as needed.

**INCIDENT REVIEW TEAM:**
**( HSE / Volunteer Services / Committee Chair )**

- Reviews supporting documents and Incident report.
- Incident review team: provides recomendations and corrective actions as needed.

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Seriously injured volunteer goes to off-site Medical Centre for assessment. Park Patrol takes control of the scene.

**VOLUNTEER:**

- Reports incident to Dispatch 403-261-0595, ( if able to do so ).
- Reports incident to shift leader and/or Volunteer's Committee chair, ( if able to do so ).

**COMMITTEE CHAIR:**

- Committee Chair completes Incident Report within 24 hours. Includes photos, witness statements.
- Completes and submits Investigation Report with assistance from HSE and Volunteer Services as needed.

**INCIDENT REVIEW TEAM:**
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**INCIDENT RESPONSE:**

Freeze the Scene! Secure the scene; (move nothing; no one leaves the immediate area, shut off any equipment or power tools).

**INVESTIGATIONS:**

- What happened - provide specific details.
- Root Causes - why incident happened.
- Corrective actions - measurable actions to prevent incident from repeating.

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CS
*Calgary Stampede*

**Health, Safety & Environment Support Committee**