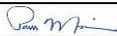




## NEAR MISS REPORTING – POLICY & PROCEDURE

Date of Re-Issue:	January 24, 2018
Next Revise / Review Date:	January 24, 2019
Originally Issued:	March 22, 2016
Approved by:	
	Pamela Mullin, CFO

### PURPOSE

The Management of KBD Transportation is committed to providing a safe and healthy work environment by protecting employees from workplace injury and disease when reasonably possible to do so.

The purpose of this policy is to ensure that all near-miss incidents (including minor incidents) are reported, recorded and investigated. Reporting and sharing information with relevant parties creates an opportunity to answer the questions of *what* happened and *why* and then to use this insight to determine *how* to prevent a reoccurrence. Following the steps outlined in this policy will:

- ✓ Promote an open, learning culture in regards to workplace safety;
- ✓ Employ a systematic approach for all administration, shop employees and drivers to report NEAR MISS INCIDENTS;
- ✓ Encourage an opportunity to gain understanding and insight from an incident's analysis;
- ✓ Utilize that knowledge to prevent or reduce future risk of reoccurrence; and
- ✓ Support management's goal of establishing a reporting culture with an aim to identify and control hazards, reduce risk and prevent harmful incidents.

It is the policy of KBD Transportation that employees will perform work in the safest manner possible, in accordance with the Canada Labour Code, Part II.

### SCOPE

This policy applies to all employees of KBD Transportation, who, regardless of level, location, or job description, all have a role in creating and maintaining an injury-free workplace.

While the Management of KBD Transportation acknowledges responsibility for implementing and managing health and safety for the workplace as a whole, employees must also recognize and accept responsibility for their decisions and actions which can, and will, affect their own personal safety as well as the personal safety of others.

### RELEVANCE

Many safety activities are reactive and not proactive, and some organizations wait for losses to occur before taking steps to prevent a recurrence. NEAR MISS incidents precede MAJOR events

and are often overlooked as there was no harm (no injury, damage or loss). An opportunity to prevent the incident is lost if these events are not reported. Recognizing, reporting and investigating NEAR MISS incidents can significantly improve worker safety and enhance an organization's safety culture.

## PROCEDURE FOR REPORTING A "NEAR MISS" INCIDENT

1. An employee who witnesses a NEAR MISS incident must complete the NEAR MISS REPORTING form (Exhibit "A") and submit to the Safety and Compliance Manager. The reporting system is non-punitive and, if desired by the person reporting, anonymous;
2. All NEAR MISS INCIDENTS will be reviewed by the Safety & Compliance Manager and the Joint Health & Safety Committee to identify the root cause and the weaknesses in the system contributing to the incident (see Exhibit "B"). The reporting employee (or contractor) may be asked to participate in the incident investigation; and
3. Investigation results will be used to improve safety systems, hazard control, risk reduction, and to educate employees. All of these represent opportunities for training, feedback on performance, and a commitment to continuous improvement.

## COMMUNICATION

The steps taken (training, new policies & procedures, etc.) to improve workplace safety as a result of the NEAR MISS investigation will be reported to the Management by the Safety & Compliance Manager.

Monitoring and investigation results of NEAR MISS incidents will be communicated to employees in at least one of the following venues:

- Safety & Compliance Manager discussion with employees;
- Bulletin board postings; and/or
- Minutes of the Joint Health & Safety Committee Meetings.

## ROLES & RESPONSIBILITIES

It is the responsibility of KBD **Management** to:

- Enforce federal health and safety laws, standards and procedures;
- Support the development and implementation of safe working practices through provision of proper resources;
- Review health and safety procedures annually (minimum) or as necessary; and
- Consider incentives that encourage NEAR MISS reporting and enhance the culture.

It is the responsibility of the **Safety & Compliance Manager** to:

- Enforce federal health and safety laws, standards and procedures;
- Acknowledge and document potential hazards reported by KBD employees;
- Monitor health & safety performance, re-designing health and safety practices and procedures when prudent to do so;
- Include training for new employees to identify hazards and work safely as part of their orientation; and
- Celebrate the success and value of the NEAR MISS reporting process with all employees!

It is the responsibility of the **Safety & Compliance Manager and Members of the Joint Health & Safety Committee** to:

- Perform thorough investigations based on facts and provide recommendations for corrective action to ensure that the potential for any future occupational injury, disease and accidents is eliminated.

It is the responsibility of **KBD Employees** to:

- Ensure action has been taken to maintain safety and ensure safety of the area;
- Promptly report (within 24 hours) all incidents by completing the NEAR MISS REPORTING form, (reporting only FACTS) and submit to Safety & Compliance Manager; and
- Provide statements and participate in the NEAR MISS investigation.

It is the responsibility of **Outside Contractors** to:

- Follow the same reporting procedure as employees directly employed by KBD Transportation; and
- Provide statements and participate in the NEAR MISS investigation.

## NON-PUNITIVE EXEMPTIONS

NEAR MISS reporting is non-punitive and workers will not be subject to progressive disciplinary measures unless their behaviour coincides with one of the following serious offences:

- Willful breach of professional codes;
- Acts of gross negligence;
- Acts of gross misconduct (eg. Possession of alcohol, illicit narcotics or non-prescribed pharmaceuticals while on company property, or use thereof while operating KBD equipment);
- Repeated unreported violations;
- Malicious activities (including malicious reporting of untrue allegations against a colleague); and/or
- Workplace violence, including but not limited to: fighting, assault, harassment or possession of a weapon.

## ➤ DEFINITIONS

<b>Near Miss:</b>	An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.
<b>Incident:</b>	An event that may result in a crisis.
<b>Hazard:</b>	Anything with the potential to cause injury, damage or loss.



Exhibit "B"

**NEAR MISS Investigation Form**

What preventative action should have been taken? Why was this action not taken?

What contributing factors were there? (Lack of experience, adverse conditions, etc.)

Recommendations Resulting from Investigation
#1-
#2
#3
#4

Recommendation #	Person Responsible	Completion Date	Review Date

Safety & Compliance Manager Signature	Date
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Near Miss Incident # \_\_\_\_\_

