

## Guidelines on Reporting Serious Electrical Incidents

### Rule 2-007

#### Who must call

An owner, contractor or operator of a facility.

#### Why

Reporting of serious electrical **incident** is required within 48 hours under Rule 2-007 of the Ontario Electrical Safety Code (O. Reg. 10/02).

#### When must you call

Within forty-eight hours after occurrence of a serious electrical **incident**.

1. Any electrical contact which causes death.
2. Any electrical **incidents** that causes critical injury, such as; an injury that places life in jeopardy, major loss of blood, loss of limb, produces unconsciousness, fracture or amputation of arm or leg, but not fingers or toes, burns to major part of body, loss of an eye.
3. Any fire or explosion or any condition suspected of being electrical in origin which might have caused a fire, explosion, loss of life, critical injury to a person, or damage to property.
4. Any electrical contact with electrical equipment operating at over 750 volts.
5. Any explosion or fire of electrical equipment operating at over 750 volts.

#### Who should you call

- a) Call Electrical Safety Authority (ESA) at 1-877-372-7233 or 1-877-ESA-SAFE, and

- b) **In addition**, call the Ministry of Labour if it is a workplace injury.

#### What To Do

1. When a reportable **incident** occurs, follow the guidelines listed below;
  1. Ensure that there is no further danger in and around the incidents scene.
  2. Ensure that the injured, other workers and public are protected.
  3. Perform the task with minimum disturbance to the incidents scene, leaving the scene undisturbed, leave articles or wreckage as is unless it causes hazard or represents a danger to the public.
  4. Secure the **incident** scene. Provide barricade, signs to prevent people from entering and disturbing evidence.
  5. Call Electrical Safety Authority within 48 hours to report the incidents: 1-877-372-7233 (1-877-ESA-SAFE)
  6. The following is information required when reporting the **incident**:
    - (a) When – Time of day, date
    - (b) Where – Location of the **incident**, address, or street intersection
    - (c) What – Provide as much information on the circumstances of the incidents
    - (d) Who – The personnel involved in the incidents, the number of people if it is multiple injuries/people or damage that the **incident** has caused.
  7. Call Ministry of Labour if it is a workplace injury.

**Electrical Fire and/or Accident and Incident Notification**

*If you have checked any box with a YES then you have to notify Electrical Safety Authority*

FAX number – 1-800-472-5485 Phone number – 1-877- ESA SAFE (1-877-372-7233)

**Caller name** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Agency the caller is representing** \_\_\_\_\_

**Address of Incidents Site** \_\_\_\_\_

<b>Nature of Incidents</b>	<b>Yes</b>	<b>No</b>
Fatality	<input type="checkbox"/>	<input type="checkbox"/>
Loss of Consciousness	<input type="checkbox"/>	<input type="checkbox"/>
Major Blood loss	<input type="checkbox"/>	<input type="checkbox"/>
Amputation of major limbs <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Loss of eye sight	<input type="checkbox"/>	<input type="checkbox"/>
Was there fire involved in the above	<input type="checkbox"/>	<input type="checkbox"/>
Was there explosion or fire of electrical equipment operating under 750 volts	<input type="checkbox"/>	<input type="checkbox"/>
Was there electrical contact under 750 volts	<input type="checkbox"/>	<input type="checkbox"/>
Was there any condition suspected of being electrical in origin which may have caused fire, explosion, critical injury or property damage	<input type="checkbox"/>	<input type="checkbox"/>
Was there electrical contact with Over 750 Volts	<input type="checkbox"/>	<input type="checkbox"/>
Was there explosion or fire of electrical equipment operating at over 750 volts	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

**In addition, report the incident to the Ministry of Labour if the incidents resulted in an occupational fatality and injury.**

<sup>1</sup> except fingers and toes