

Bulletin 2-14-9
Guidelines on Reporting Serious Electrical Incidents
Rule 2-007

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Supersedes Bulletin 2-14-8

Who must call?

An owner, contractor or operator of a facility shall report any serious electrical incident.

Why?

Reporting of serious electrical incident is required within 48 hours under Rule 2-007 of the Ontario Electrical Safety Code (O. Reg. 164/99).

When must you call?

Within forty-eight hours after occurrence of a serious electrical incident that includes the following.

- Any electrical contact that causes death.
- 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.
- 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.
- Any electrical contact with electrical equipment operating at over 750 volts.
- Any explosion or fire of electrical equipment operating at over 750 volts.

Who should you call?

Call the Electrical Safety Authority (ESA) at 1-877-372-7233 or 1-877-ESA-SAFE and if it is a workplace injury, then you must also call the Ministry of Labour, Training and Skills Development if it is a workplace injury: 1-800-531-5551

What should you do?

When a reportable incident occurs, follow the guidelines listed below;

- Ensure that there is no further danger in and around the incident scene.
- Ensure that the injured, other workers and public are protected.
- Perform the task with minimum disturbance to the incident scene, leaving the scene undisturbed, leave articles or wreckage as is unless it causes a hazard or represents a danger to the public.
- Secure the incident scene. Provide barricade, signs to prevent people from entering and disturbing evidence.
- Call the Electrical Safety Authority within 48 hours to report the incident: 1-877-372-7233 (1-877-ESA-SAFE)

The following is information required when reporting the incident:

- When – Time of day, date
- Where – Location of the incident, address, or street intersection
- What + Provide as much information as possible on the circumstances of the incident
- Who – The personnel involved in the incident, the number of people if it is multiple injuries/people or damage that the incident has caused.

Electrical Fire and/or Accident and Incident Notification

If you check any box in the following table with a YES, then you must notify the 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 _____

Nature of Incident	Yes	No
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 ¹	<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 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.

¹ except fingers and toes

This form can also be found at: ESASAFE.com