

GUIDE
TO
SASKATCHEWAN MINING ASSOCIATION
INJURY REPORTING

Revised

December 2002

The Mines Regulations, 2003

Monthly Statistics

10 Not later than 14 days after the end of each calendar month, an employer or contractor must provide the division and the co-chairpersons of the committee with employment and accident statistics for the previous calendar month in a form satisfactory to the chief mines inspector.

Purpose of this Guide

1. To ensure that SMA injury reporting is consistent with the reporting requirements and injury classification scheme required by Sask Labour's Mine Safety Unit for Saskatchewan mine employers.
2. Improve the effectiveness and accuracy of the reporting.
3. To provide clarification for some common reporting quandaries.

Who should report?

1. All members of the SMA report on a voluntary basis.
2. The data reported to the SMA is for all the member company's employees at their operational sites.
3. The data reported to the SMA should **not** include sub-contractor injuries or hours worked.
4. Off-site head office personnel are **not** included in the SMA injury reporting.

Definitions

1. Month: Calendar month from the first day of the month to the last day of the month.
2. Year: January 1 to December 31 of that year.
3. Year to Date: The period from January 1 to the end of the month being reported.
4. Day: For the purposes of reporting Lost Time days or Modified Work days, a "day" is considered to be eight working hours. A 10 hour shift lost is reported as 1.25 days lost; a 12 hour shift lost is reported as 1.5 days lost, etc.
5. Injury Frequency : (Number of Lost Time Injuries) times (200,000) divided by (Hours worked)
6. Severity: (Number of 8 hour Days Lost Time) times (200,000) divided by (Hours worked).
7. Competition Rating: (Year to Date Frequency) + (10% of Year to Date Severity)

Injury Classifications (as per Mine Safety Unit guidelines)

First Aid (FA):

"An injury which can be adequately treated immediately on site and allows the worker to return to work immediately and perform their regular job ... A "first aid" becomes a Medical Consultation" if outside professional assessment is sought." **25-Apr-1994 Chief Mines Inspector**

Medical Consultation (MC):

"An injury which may or may not have required immediate attention, i.e. first aid, but the employee was referred to professional assessment and no further professional treatment was required at the time of the assessment..." **25-Apr-1994 Chief Mines Inspector**

Medical Incident (MI):

"An injury requiring assessment and treatment by a medical specialist but which would allow the employee to return to work on the next working day" **25-Apr-1994 Chief Mines Inspector**

Modified Work Injury (MWI):

"A modified work injury is a job-related injury where the employee cannot perform all aspects of their normal work assignment" **05-Jul-2000 Chief Mines Inspector**

Lost Time Injury (LTI):

"An accident causing a disabling injury such that the employee was not able to work at all the next working day" **25-Apr-1994 Chief Mines Inspector**

Equivalent to Time Loss Incident (ETL):

"An injury which would have prevented the worker from returning to work the following day, had the worker not been on days-off, lay-off or away from the workplace for any other reason. Interpretation of an ETL should error on the side of time loss. Remember this statistic reports the number of incidents but does not attempt to interpret the number of lost days associated with the injury" **25-Apr-1994 Chief Mines Inspector**

Notes

1. "If an employee is working prior to a lay-off, and is able to return to work following the lay-off without missing scheduled days, there is no lost time days even if the employee is paid by the WCB during the lay off period." **25-Apr-1994 Chief Mines Inspector**
The Chief Inspector noted that the incident should be reported as an ETL, however, that would make sense if the only days missed due to the injury were during the lay-off. If any other work days had been missed, the incident should already have been recorded as a LTI. It would be reasonable to apply the same logic regarding MWI days - days missed at work due to lay-off don't count, and therefore do not turn a MWI case into a LTI case.
2. Only injuries that are "job related" are to be reported. For all injury classifications, except FA, there will be a WCB claim made. The decision of the Sask WCB determines if the injury is "job-related" - if the WCB accepts the claim, the injury should be included on the SMA report. If the WCB decision is subsequently overturned in an appeal, then the member company should revise that month's report. **(see 10-Sep-2002 Chief Mine Inspector, Point # 2)**

3. Some injuries progress through different classifications. For example, a worker suffers an injury in March, and received First Aid treatment. The case would be reported to the SMA on the March report as a **FA**. In April, the worker sees a Doctor because the wound has become infected. The Doctor treats the condition by providing medication. The case is now a **MI**. A revised report for March would be submitted to the SMA to show one less **FA** and one more **MI**. It could happen that the condition worsens still more, and the worker requires surgery and misses 80 hours work in July. The March report would be again revised and re-submitted to the SMA to show one less **MI** and one more **LTI**, but the July report would show the 10 days lost time. In this example, there was only one incident that caused the injury, and the incident occurred in March. As the classification of the injury changed due to subsequent events or complications, the March report would be revised and re-submitted as necessary to reflect the appropriate classification for that incident. As a result, it is very possible to have months with **LTI** incidents reported, but no lost time days in that month, and to have lost time days without an **LTI** in that month. If necessary, the revision continues for years, subject to the carry over and reporting provisions given below.
4. Chronic diseases - The Chief Mine Inspector's letter of 10-Sep-2002, Point #3, directs that chronic diseases that manifest after many years of employment (possibly even with other employers) must be reported by the current employer. Examples given include "tennis elbow" and "white hand" for jackleg drillers. It would be reasonable to address both LTI cases and MWI cases in the same manner. The current employer would report the injury for the month that the modified duties or lost time days first occurred due to the chronic disease, and the modified work days and lost time days would be carried over as per the direction given below.
5. Carry-over reporting - The Chief Mines Inspector's letter of 25-April-1994, Paragraph 3, established that employers are obligated to continue reporting lost days for 12 consecutive months following the date of the original incident. It would be reasonable to address both LTI cases and MWI cases in the same manner. For all cases that have an incident date, modified work days and lost time days will be "carried-over" for 12 months following the date of the incident. For chronic disease cases, the 12 month period will start with the first modified work day or lost time day resulting from the disease. The Chief Mines Inspector's letter of 10-Sep-2002 makes an exception for fatality cases, where the month of the incident is charged 6,000 lost time days, with no reporting of lost time days in subsequent months.

Data Collection and Reporting

1. Effective with the January 2003 monthly report, each operation reports the injury data on a monthly basis to the SMA statistician using the revised SMA Injury Report form (copy attached and emailed to member companies). The report should be received by the SMA statistician by the 10th day of the following calendar month.
2. For SMA purposes, all injuries are to be classified using the same criteria established by the Chief Mines Inspector for injury reporting to the Mine Safety Unit.
3. There are three reports produced and distributed monthly by the SMA Statistician. The results for all previous months are contained in the spreadsheet labeled with the name of the month. The "YTD" sheet shows the Calendar YTD totals for each member company. The "Summary" sheet shows the Hours, Total Injuries, Lost Time Injuries, Days Lost,

Frequency and Severity for both the latest month as well as the Year to Date. The Competition Rating is included in the Year to Date section.

4. It is the responsibility of the operations to check the SMA reports, and if an error is discovered for their numbers, to submit corrected monthly reports that correct the data provided to the SMA.
5. If the data provided by an operation needs to be changed some time after the information was initially reported, the member company will submit revised month's reports to the SMA Statistician. For example, if in August it becomes necessary to revise the classification of an injury that was included on the March report, then the member company will submit a revised March report showing the updated information.

Reporting Periods

1. Year to Date frequency and severity are calculated from January 1 to December 31. On January 1, all values on the SMA report re-start at zero.
2. Actual lost days or modified work days (8 hour equivalents) that carry over into the next year will accumulate up to 12 months following the injury date. After the 12 month period, the days lost or modified work days should no longer be reported to the SMA.
3. A fatality will be assigned 6000 days lost in the month that the accident occurred.
4. In the case of a Lost Time Injury or Modified Work Injury, the day of the incident is not counted as a "Lost Day" or a "Modified Work Day". The Lost Time Injury or Modified Work Injury is reported for the month in which the injury occurred, and the days are reported for the month(s) in which the time was actually lost or worked modified duties.
5. In some cases an injury does not result in lost time or modified work days immediately following the incident. However, lost time days or modified work days may occur at some later date. The appropriate correction may be submitted to the SMA statistician up to two weeks prior to the Annual General Meeting of the SMA. Once the past year's injury report has been presented at the SMA Annual General Meeting, no further changes will be made to past year's SMA data. Everyone involved should understand that injury data is fluid, and the Annual Report is "how it looked" at the time the report was presented.

Filling in the Monthly Report Form

1. Month: the Month being reported on.
2. Year: the Year being reported on.
3. Company: the Operation being reported on.
4. Employees: average number of the operation's employees, both staff and hourly. Operation's reports to the SMA will not include sub-contractor employees.
5. Classification: the total number of each type of injury for the month.

6. Cause: the total number of the causes for the reported injuries.
7. Accident Sources: the total number of injury sources for the reported injuries.
8. Body Part: the total number of injured body parts for the reported injuries. Note: only the most seriously injured body part is counted for each reported case.
9. Work area: the total number of work areas involved in the reported injuries.
10. Time: the total number of times of injury for the reported injury.

PLEASE NOTE: The totals for # 5, 6, 7, 8, 9 and 10 must be equal. - this seems to present the most difficulty in the SMA reporting scheme.

11. Person Hours this Month: Hours worked by employees reported in # 4.
12. Approved By: Person approving the report for submission to the SMA statistician.
13. Phone: Phone number at which person listed in # 12 can be contacted.

Competition Rating

1. Outstanding safety performance over the past calendar year is recognized at the Annual General Meeting. This recognition is based on the "competition rating" calculated for each operation.
2. Those operations with a zero rating receive the highest form of recognition.
3. Operations with a competition rating lower than both the median competition rating for that year and the previous seven year average median, will receive the next level of recognition.
4. Operations that have had a fatality on the site, regardless of the victim's employer, will not be considered for recognition for the year.