CALGARY SAFETY CONSULTANTS

SCENE Incident Response Card

Post it where people work

SCENE — What to do in the first minutes and hours

after a workplace incident. Follow your emergency response plan.

S — Stop the work and make it safe

- Stop work, shut down equipment
- Secure the area, keep people back
- Control the hazard only if it's safe
- Don't become a second casualty

C — Care for the injured

- Send for the first aider and the kit
- AED and CPR for a cardiac arrest
- Don't move the injured unless in danger
- Stay with them, note the care given

E — Emergency help called

- Call 911 or your site number early
- Give the exact location and hazards
- Activate the emergency response plan
- Send someone to guide responders in

N — Notify

- Supervisor and employer right away
- Regulator for serious incidents, on time
- Prime contractor or owner, committee, WCB
- Family only through the right person

E — Evidence preserved

- Move nothing except to save life or stop harm
- Photos, video and witnesses' names
- Secure equipment, tools, PPE, records
- Record who released the scene, and when

IN AN EMERGENCY CALL

EMERGENCY NUMBER

SITE ADDRESS OR LOCATION

FIRST AIDER

SUPERVISOR

SCENE is a memory aid for the first minutes and hours. It doesn't replace your emergency response plan, first aid training or the reporting rules in your jurisdiction.

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

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SCENE Incident Response Card

Cut out, fold and carry

How to use: fill in the contact fields on screen or by hand, print at 100% (actual size), cut along the dashed lines and fold the wallet cards along the dotted line. Laminate or use clear tape to protect them. Hard hat stickers can be printed on label paper.

fold

SCENE: incident response

- **S** Stop the work and make it safe
- **C** Care for the injured
- **E** Emergency help called (911)
- **N** Notify supervisor, employer, regulator
- **E** Evidence preserved

Don't become a second casualty. calgarysafetyconsultants.ca

EMERGENCY CONTACTS

SITE / LOCATION

EMERGENCY NUMBER

FIRST AIDER

SUPERVISOR

REGULATOR LINE

WCB

Follow your site emergency response plan.

fold

SCENE: incident response

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EMERGENCY CONTACTS

SITE / LOCATION

EMERGENCY NUMBER

FIRST AIDER

SUPERVISOR

REGULATOR LINE

WCB

Follow your site emergency response plan.

Hard hat stickers

S Stop · C Care · E Emergency · N Notify · E Evidence

EMERGENCY NUMBER

Make it safe first. Then care, call, notify.

S Stop · C Care · E Emergency · N Notify · E Evidence

EMERGENCY NUMBER

Make it safe first. Then care, call, notify.

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SCENE Incident Response Card

One-page SCENE checklist

Tick each step as it's done. On a crew, several steps happen at once, so give each one to a named person. Keep this page with the first aid kit and fill in the contacts before you need them.

S Stop the work and make it safe

- ☐ Stop work and shut down equipment
- ☐ Control the hazard only if it's safe and you're trained
- ☐ Account for everyone; nobody else missing or hurt
- ☐ Secure the area and keep people back
- ☐ Don't become a second casualty

C Care for the injured

- ☐ Send for the trained first aider and the kit
- ☐ Don't move the injured unless they're in danger
- ☐ Witnesses moved away and someone stays with them
- ☐ Get the AED for a suspected cardiac arrest and start CPR
- ☐ Stay with them and note the care given

E Emergency help called

- ☐ Call 911 or your site emergency number early
- ☐ Activate the emergency response plan
- ☐ Paramedics told what care was given and when
- ☐ Give the exact location and the hazards
- ☐ Send someone to guide responders in

N Notify

- ☐ Supervisor and employer right away
- ☐ Prime contractor or owner, committee, WCB
- ☐ Every call logged: who, when, by whom, reference number
- ☐ Regulator for serious incidents, on time
- ☐ Family only through the right person

E Evidence preserved

- ☐ Leave the scene alone except to save life or prevent harm
- ☐ Secure equipment, tools, PPE and records
- ☐ Guard posted at the barricade and entries logged
- ☐ Photos, video and witnesses' names
- ☐ Record who released the scene, and when

Emergency contacts for this site

Site name

Site address, legal land location or GPS

Emergency number (911 or site)

Nearest gate or access point for responders

First aider 1 and phone

First aider 2 and phone

AED and first aid kit location

Supervisor and phone

Manager or employer on call

Prime contractor or owner contact

Regulator reporting line

WCB phone or online report

Committee or representative

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Serious incidents go to the OHS regulator by phone within the time the law sets, usually by the prime contractor or employer. Injuries go to the workers' compensation board separately. Numbers confirmed October 2026; check your regulator's reporting page and write your line on page 3.

Jurisdiction	Serious incident reporting line	How fast	WCB injury report
Alberta	1-866-415-8690	As soon as possible	72 hours
British Columbia	1-888-621-7233 (604-276-3100)	Immediately	72 hours
Saskatchewan	1-800-567-7233, option 1	As soon as reasonably possible	5 days
Manitoba	1-855-957-7233 (204-957-7233), option 1	Immediately	5 business days
Ontario	1-877-202-0008	Immediately; written report 48 hours	3 business days
Quebec	1-844-838-0808 (CNESST)	Most rapid means; written report 24 hours	Employer's notice online
New Brunswick	1-800-999-9775	Immediately	3 days (Form 67)
Nova Scotia	1-800-952-2687	Deaths and likely fatal injuries immediately; others 24 hours	2 business days
Prince Edward Island	902-628-7513 (24 hours)	Immediately (WCB guide: 24 hours)	3 days
Newfoundland and Labrador	709-729-4444 (24 hours)	Immediately	3 days (Form 7)
Yukon	867-667-5450 or 1-800-661-0443	Immediately	3 days
NWT and Nunavut	NWT 1-800-661-0792; Nunavut 1-877-404-4407	As soon as reasonably possible	3 business days
Federal (Labour Program)	1-800-641-4049	As soon as feasible, within 24 hours	Check with your board

When the first hour is over

- [ ] Hand over the timeline, photos, witness list and notifications log to the investigator.
- [ ] Put interim controls in place before the same work restarts.
- [ ] Restock the first aid kit, replace AED pads and check emergency equipment.
- [ ] Check on the injured worker, witnesses and crew; offer the employee assistance program and follow up.
- [ ] Brief the crew with facts only; one person speaks to media, clients and the public.
- [ ] Record near misses too, and thank the people who report them.

Free guide. How to Respond to a Workplace Incident: calgarysafetyconsultants.ca/safety-guides/incidents/incident-response/. Use the Incident First-Hour Response Record to log times, notifications and evidence. Questions? Call Calgary Safety Consultants at 1-888-231-0358.

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