

Navigating an Incident- Where to Start?

Group Activity



For the group activity, discuss building related incidents that have occurred at your workplaces. Select one to discuss as a group or utilize the case scenario provided. Navigate the reporting process using the questions below and pick one person to be the reporter at the end of the activity.

Case Scenario:

Staff work in a large atrium space on the 3rd floor which is filled with windows. The space is an open floor plan with cubicle space in the middle and offices on one wall. The other 2 walls are floor to ceiling windows. The location is equipped with wall heating and cooling units which can be helpful to supplement the HVAC system. Sometimes these units malfunction and can be unreliable.

On Monday temperatures outside reached a season low of -10 degrees. Staff arrived at work at 8:00am to indoor temperatures of 50 degrees. Temperatures outside have been low since the week prior. Staff have routinely come on site to 65-degree indoor temperatures over the past two weeks. Staff have noticed that the west side is particularly cold and sometimes feel a slight cold breeze in this area.

Their Health and Safety Department is not located on site, but they are nearby, located a few miles away. However, the building does have a landlord office on site. How might we proceed with reporting this issue?

1. What is the issue we are reporting?

2. What details do we need to complete our report?

3. Who are we sending our H&S report to?

4. What is our hierarchy of reporting?

5. Who else likely needs to be involved? Who are our other key stakeholders?

6. What is the expected time frame for work to return to normal? And what might that project entail?

7. Are there any arrangements for staff that need to be made in the interim?

8. What communication is needed to staff?