




Guide

Preliminary Event Notification Guideline - Projects

Document No.: PRJ-HS-GUID-001
Effective Date: 2024-04-25
Version No.: 2.0
Version Date: 2024-04-25

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DOCUMENT VERSION REGISTER

Version Number	Version/Approval Date <yyyy-mm-dd>	Approved By	Summary of Changes
1.0	2021-09-06	Andy Reimer	New document
1.1	2021-10-04	Andy Reimer	Changes to Section 5.4
2.0	2024-04-25	Ian Ross	<ul style="list-style-type: none">• Incorporate Framework Standard Event Analysis updates.• Terminology changes (“incident to event”, “Investigation to analysis”) alignment with CSA Z1005:21



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1. Purpose

To ensure consistent and reliable communication to project and Enbridge leadership when injury, property damage, MVI, line contact, and near miss events occurs on Enbridge projects.

2. Scope

To guarantee appropriate communication to those individuals with accountability for safety and reporting on the project each project team will develop an Event Analysis Communication Plan

3. Terms and Definitions

N/A

4. Roles and Responsibilities

Roles / Titles	Responsibilities
Safety	As per outlined in the Event Analysis Communication Plan and/or workflow as decided by the Project.
Contractor	
Inspector	
Chief Inspector/Field Coordinator	
Project Management	
Construction	
Operations/SCM	

5. Event Notification Steps

- 5.1. Prior to the start of construction, the project team will develop an Event Analysis Communication Plan to guarantee appropriate communication to those individuals with accountability for safety and reporting on the project.
- 5.2. Event Analysis Communication Plan(s) and titles may differ per project and by Business Unit; however, they must follow the outlined chain of command to ensure effective and adequate communication. Each Event Analysis Communication Plan shall be customized to reflect appropriate titles and personnel, on a project-by-project basis.
- 5.3. Each event shall be communicated via phone call or text immediately (within 1 hour) and in accordance with the Sample Cross Functional Flow Chart depicted below. Communication will begin at the field level and proceed through the chain of command of the Project/Program Communication Group.
- 5.4. Following preliminary notification (within 4 hours), a written report with preliminary actual and potential severity should be emailed for distribution through the applicable organization's management (both construction and project management). The person creating the email and distribution of the email should follow the directives set out in the Event Analysis Communication Plan. For example:
 - The Safety Team Lead emails the preliminary notification to the following individuals (or their equivalent): Chief Inspector/Field Coordinator, Project Lead, Safety Supervisor, Construction Manager, Safety Manager, Project Manager, Safety Director, Director Projects (all names documented within the Project's Event Analysis Communication Plan).

- The email is escalated up the organizational chart as it is received and forwarded on as per the Project's issue escalation process (process and names should be documented within the Project's Event Analysis Communication Plan).

5.5. Further event notification shall continue per Company policy/process.

Note: If no contact is made with the proceeding individual, communication shall continue to the next person in the chain of command.

6. Related Documents

Document Title	Document Number	Location
Preliminary Event Notification Form	PRJ-HS-GUID-001F1	Projects GDL

7. References

Projects Event Analysis Management Standard PRJ-HS-STND-006



Appendix A – Event Notification Flowchart (Sample)

