

Section: PS 818-B

Incident Reporting & Investigation Procedures

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Public Service Commission

The procedure below is for providing guidance on incident reporting.

In the event of an incident, initial assistance may be required:

1. Secure the area to prevent further injury or incident disruption.
2. Provide first aid treatment by those who are certified/capable, as necessary.
3. Call 911 for Emergency Medical Services (ambulance, fire, police), if required.

Employee will:

1. Immediately notify the supervisor of the workplace incident.
2. Seek first aid or medical attention as required.
3. Initiate completion of *Incident Reporting and Investigation Form 101 (Form 101)*. Provide the completed **Form 101: PAGE 1 – INCIDENT INFORMATION** to the supervisor as soon as possible after the incident and **within 2 days**.
4. If employee sees a healthcare professional as a result of a work-related injury or misses time away from work:
 - Employee takes a “Stay At or Return to Work” *Form 111* to the healthcare professional to complete at the initial visit. Employee submits this to their supervisor.
 - Employee completes a Workers’ Compensation Board (WCB) *W1 Form* and submits it directly to WCB, provide copy to supervisor.
 - Worker WCB forms can be found on-line at <http://www.wcbask.com/workers/worker-resources/>.
5. Cooperate with anyone investigating the incident and implementation of the corrective actions.

Supervisor will:

1. Ensure that the employee has received first aid or medical attention as required.
2. If the employee is unable to complete *Form 101*, initiate and complete on behalf of the employee.²

Notify the Ministry Central Incident Resource and others as required¹ by forwarding **Form 101: PAGE 1 – INCIDENT INFORMATION** **within 2 days** of the incident. (See Appendix A)

Conduct an appropriate investigation, complete **Form 101: PAGE 2 – INCIDENT INVESTIGATION** and forward it to Ministry Central Incident Resource, and others as required **within 7 days** of the incident. If unforeseen circumstances prevent *Form 101* from being completed within the required timeframe, complete the investigation as soon as possible with explanation for the delay. (Refer to Appendix F for examples of indirect and root causes).

Consult with others, as necessary, on the development of corrective actions (Ministry Occupational Health and Safety (OHS) contact, Director/Manager, Occupational Health Committees, other competent persons).

Where an employee receives medical treatment from a healthcare professional for a work-related injury/illness and/or loses time from work:

 - Provide employee with *Form 111*, and follow ministry related process.
 - The supervisor/delegate shall complete a WCB *Employer’s Initial Report of Injury (E1)* form and submit it directly to WCB **within five business days** from the date of notification of the injury.
 - Only if **Time Loss** from work occurs, submit a copy of the *WCB E1 Form* to Human Resource Service Centre to provide WCB the payroll information portion of the form.

¹ Distribute in accordance with ministry-specific direction.

² Delegates need to ensure that personal information and personal health information provided on behalf of the employee is accurate and only shared on the need-to-know basis.

