





# Incident Reporting and Investigation Application

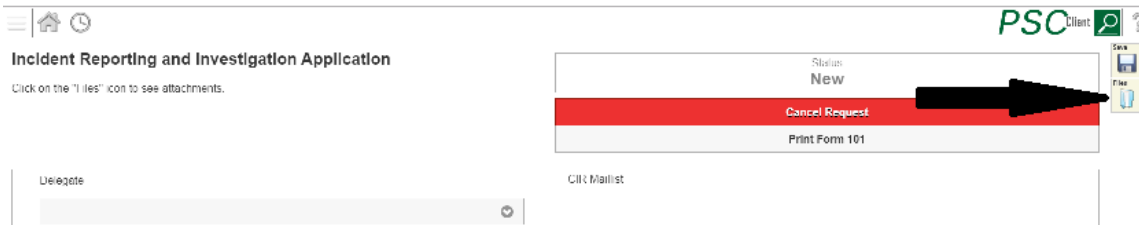
Last revised: April 2021  
Last reviewed: April 2021  
Next review: April 2022

Instructions for completing Form 101 in the Incident Reporting and Investigation App in PSC Client

## 4. Complete 'Sections A to E', or Page 1 of the paper form.

- Type in a few letters of your last name and select your name from the 'Employee Lookup' field. Complete all the fields that do not automatically populate. **Note:** If you have multiple assignments, select the assignment the incident occurred in.

## 5. Attach any applicable files by clicking the 'Files' icon on the right-hand side of the screen.



- ## 6. After completing 'Sections A to E,' click 'Save' then 'Submit to Supervisor/Manager.' Your manager/supervisor will receive an email notification that a Form 101 requires completion.

## Delegate Option

- If an employee is unable to complete the form on their own, a manager/supervisor can do this on their behalf. Delegates need to ensure that personal information and personal health information provided on behalf of the employee is accurate and is only shared on the need-to-know basis. Log into PSC Client and select 'Create Incident Report.'

- Delegate Supervisor selects their name as the delegate.

This field to be completed when Supervisor/Manager required to complete form.

- Select the employee's name from the 'Employee Lookup' field and the correct assignment.

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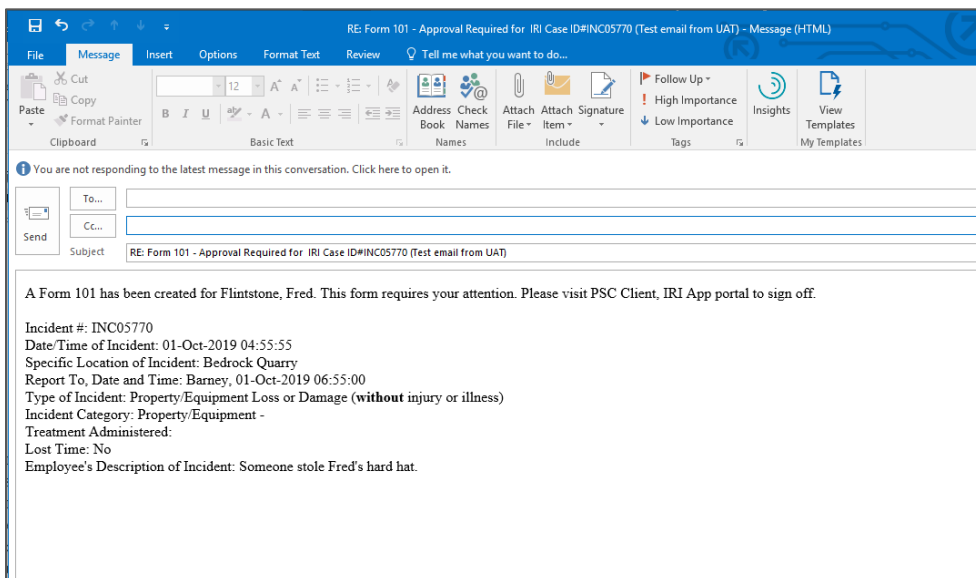
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- Complete the rest of ‘Sections A through E’ as outlined in Step 3.

**Note:** As a supervisor/manager/delegate, you see ‘Sections F and G’ and you will receive an error saying you need to complete all mandatory fields. You need to save and then ‘Submit to Supervisor/Manager’ before you can complete ‘Sections F and G.’

## Manager/Supervisor

1. When Form 101 is submitted, the manager/supervisor receives an email notification that a new Form 101 has been submitted for review.



2. Log into [PSC Client](#) to access the IRI App.
3. On the PSC Client home screen, click on ‘Incident Reporting’ on the right-hand portal.



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4. Click on the incident to be reviewed using the Incident ID number from the notification email.

| Incident Reporting       |                  |               |                  |                           |   |
|--------------------------|------------------|---------------|------------------|---------------------------|---|
| Incident ID              | Lowest Level Org | Employee Name | Date of Incident | Status                    | Incident Type                                       |
| <a href="#">INC05771</a> | Power Plant      |               | 01-Oct-2019      | Supervisor/Manager Review | Near Miss (no injury; no property/equipment damage) |

5. Review the incident, complete 'Sections F and G' and 'Supervisor Comments.' Click 'Submit.' The form will be sent to the applicable signing authority (e.g., director, executive director or out-of-scope manager) for review and approval.

**Note:** Once the Signing Authority has been approved, complete the Corrective Action Plan.

## Signing Authority

1. When a manager/supervisor completes a Form 101, the manager/supervisor with signing authority will receive an email notification that a new incident form has been submitted for sign off in IRI App.

From: [IncidentReportingAutoReply@gov.sk.ca](mailto:IncidentReportingAutoReply@gov.sk.ca) <[IncidentReportingAutoReply@gov.sk.ca](mailto:IncidentReportingAutoReply@gov.sk.ca)>  
Sent: Friday, October 04, 2019 2:50 PM  
To: Carter, Ross PSC <[ross.carter@gov.sk.ca](mailto:ross.carter@gov.sk.ca)>; Gao, Bo PSC <[Bo.Gao@gov.sk.ca](mailto:Bo.Gao@gov.sk.ca)>; Dubord, Jennifer PSC <[jennifer.dubord@gov.sk.ca](mailto:jennifer.dubord@gov.sk.ca)>  
Subject: Form 101 - Approval Required for Dean, Lisa D IRI Case#INC05790 (Test email from UAT)

A Form 101 has been created for Dean, Lisa D. This form requires your attention and sign off. Please visit PSC Client, IRI App portal to view details.

2. Log into [PSC Client](#) to access the IRI App.
3. On the PSC Client home screen, click on 'Incident Reporting' on the right-hand side.



4. Click on the incident to be reviewed using the Incident ID number from the notification email.

| Incident Reporting       |                  |               |                  |                           |   |
|--------------------------|------------------|---------------|------------------|---------------------------|---|
| Incident ID              | Lowest Level Org | Employee Name | Date of Incident | Status                    | Incident Type                                       |
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5. Review the incident and recommended Corrective Action Plan. Add any comments, complete required fields and then click 'Submit to CIR.' The CIR will review and close the incident.
  - If your ministry uses an official Incident Investigator, you can select that person at the top of this section.
  - You can search your ministry for the person responsible for the Corrective Action, and choose to send them a notification. *(This is optional, if the responsible person is yourself, you do not need to use this feature.)*
  - If alternative corrective actions are recommended, select 'Add another Corrective Action Plan.'
  - The Corrective Action Target Date is the date that ALL actions must be completed by. Once this date has past, a notification will be sent out to the Supervisor/OOS Manger/Director and CIR.

G. CORRECTIVE ACTION PLAN


Please note that at least one Corrective Action Plan is mandatory to fill out.

Investigator Name 

Corrective Actions To be Taken (to prevent future occurrences)\*

|  |  |   |  |
|--|--|---|--|
| Responsible Person*  | Target Date*   | Status Update*                                      | Completed Date   |
|  <input data-bbox="267 1136 534 1173" type="text"/> | <input data-bbox="592 1136 854 1173" type="text" value="DD-Mon-YYYY"/> | <input data-bbox="911 1136 1174 1173" type="text"/> | <input data-bbox="1232 1136 1500 1173" type="text" value="DD-Mon-YYYY"/> |

Date/Time Email was sent

Corrective Action Target Date\* 

Corrective Action Target Date is the last possible date for ALL actions to be completed. This will trigger email notifications once this date has passed.

## Central Incident Resource (CIR)

1. CIR receives an email notification that a new incident form has been submitted for review/closure in the IRI App in PSC Client.

From: [IncidentReportingAutoReply@gov.sk.ca](mailto:IncidentReportingAutoReply@gov.sk.ca) <[IncidentReportingAutoReply@gov.sk.ca](mailto:IncidentReportingAutoReply@gov.sk.ca)>  
Sent: Friday, October 04, 2019 3:20 PM  
To: Agarwal, Kanisha PSC <[kanisha.agarwal@gov.sk.ca](mailto:kanisha.agarwal@gov.sk.ca)>; Gao, Bo PSC <[Bo.Gao@gov.sk.ca](mailto:Bo.Gao@gov.sk.ca)>; Dubord, Jennifer PSC <[jennifer.dubord@gov.sk.ca](mailto:jennifer.dubord@gov.sk.ca)>  
Subject: Form 101 CIR Review for Dean, Lisa D IRI Case ID#INC05790 (Test email from UAT)

A Form 101 has been created for Dean, Lisa D. This is ready for CIR review. Please visit PSC Client, IRI App portal to view details.

2. Log into [PSC Client](#) to access the IRI App.

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3. On the PSC Client home screen, click on 'Incident Reporting' on the right-hand side.



4. Click on the incident to be reviewed using the Incident ID number from the notification email.
5. Review any outstanding 'Corrective Actions' in' Section G.' If there are none, scroll to the bottom of the form to close the incident. The employee and manager/supervisor are notified by email when the incident is closed.

A screenshot of the 'Director/Manager Comments' form. The form has a grey header with the text 'Director/Manager Comments'. Below the header is a 'Comments' section with a text input field containing 'TEST TEST TEST'. Below that is a section with the text 'I have spoken with the affected employee to discuss this incident\*' and two buttons: 'Yes' (yellow) and 'No' (grey). Below that is a confirmation statement: 'By entering my name, I confirm that the information given in this form is true, complete and accurate to the best of my knowledge and ability.' Below the statement are two input fields: 'Director/Manager Name\*' containing 'Gwen Mowbray' and 'Date\*' containing '23 Dec 2019'. Below these fields is a green button labeled 'Complete'. A black arrow points to the 'Complete' button. Below the 'Complete' button is an 'Other Comments:' section with a text input field.

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- If there are outstanding **'Corrective Actions'** in **'Section G'**, the CIR will put the form into **'Corrective Action Required,'** which notifies the manager/supervisor that it needs completing.

Corrective Actions To be Taken (to prevent future occurrences)\*

Fix Rail

Responsible Person\* Kistner, Scott F

Target Date\* 02-Jan-2020

Status Update\* New

Completed Date DD-Mon-YYYY

Notify Responsible Person

Date/Time Email was sent DD-Mon-YYYY 23:59:59

Add another Corrective Action Plan

Corrective Action Target Date\* 31-Dec-2019

Corrective Action Target Date is the last possible date for ALL actions to be completed. This will trigger email notifications once this date has passed.

Corrective Action Required

- The manager/supervisor goes into the **'Corrective Actions,'** and updates it.
- The CIR closes the incident. The employee and supervisor/manager are notified the incident is closed.