How to Complete the Incident Report Form

The University of Saskatchewan Incident Report form must be completed by any person involved in an incident or near miss incident while engaged in activities at, or conducting work for the University of Saskatchewan.

Incident Reports are intended to provide formal records of all incidents that have occurred at the University. The information gathered is important for analyzing the causes of incidents and implementing corrective and preventive measures to minimize recurrence. The information detailed in the report is also important for claims with the Workers’ Compensation Board (WCB).

Incident reports are to be completed by the individual involved in the incident with the participation of the individual’s direct Supervisor. All incident reports are reviewed and tracked by Safety Resources. As required, Safety Resources will investigate and provide recommendations on corrective actions.

All Incident Reports are maintained by Safety Resources on behalf of the University of Saskatchewan.

Incident Reporter

Incident reports must be completed as soon as possible after an incident has occurred. The following is a step by step instruction on how to complete the report. A list of definitions is provided at the end of the documents. You can find a list of definitions at the end of the document.

1. Navigate to the Safety Resources website http://safetyresources.usask.ca/
2. Click on the link “Report an Incident”. A login window will open.

3. Enter your NSID and password and click on “sign in”. The Incident Report summary window will open. This window displays incidents that have been created under your NSID and/or incidents that you are required to review as a Supervisor.

4. Click on the “Report a new incident” button to add a new incident.
4. To create a new incident report, click on the link Report a New Incident. A blank Incident Report Form window will open.

5. Under Personal Information your name, NSID, Department, Occupation and Email should be automatically displayed in the window. Enter the Years of Job Experience you possess.

6. Under Supervisor Information, select your direct Supervisor from the drop-down list. The Supervisor’s email address should automatically be displayed.

   *Please notify your supervisor immediately when an incident occurs.

7. Enter the date of the incident under Incident Date. There is a quick link to a calendar function to simplify the selection of the date.

8. Enter the time of the incident under Time of Incident.

9. Under Location Description, enter details of the location of the incident in the text box.

10. Under Description, *State how the incident occurred (include events leading up to, during and following the incident; also include the nature of any injury incurred) (Max. 5000 Char):*

11. Under Medical Attention Received, select Yes or No.

12. Under Acknowledgement, *In submitting this report, I confirm that the information provided is accurate to the best of my knowledge. I also acknowledge that I will keep my supervisor informed of the status of any injury I incurred as result of this incident. Acknowledgement:*

13. Submit or Back
10. Under **Description**, enter a description of the incident in your own words.

11. If you were injured and received professional medical treatment, select **Yes** for **Medical Attention Received**. If you did not require the attention of a medical professional, select **No**.
   
   *Please notify your supervisor prior to seeking medical treatment of any kind.*

12. Under **Acknowledgement** select the check box to confirm that the information provided is accurate and that you will keep your Supervisor informed of the status of any injury you incurred as a result of the incident.

13. Once the Incident Report Form has been completed, click on the **Submit** button to submit the report to your Supervisor and to Safety Resources. The report will only be submitted if all required information is entered. The application will notify you of any information not appropriately entered on the form in red.

   *Once a report has been submitted, an email will be sent to your Supervisor notifying him/her of the incident.*

**Supervisor**

1. The Supervisor will be able to access the incident report by clicking on the link in the email. The Supervisor may also access the incident through the Safety Resources website ([http://www.usask.ca/Safety Resources/](http://www.usask.ca/Safety Resources/)), by clicking on the **Incident Reporting Form** and logging in. Any incidents directed to the Supervisor will be listed under **Incidents Where You Are the Supervisor**.

2. The Supervisor can access the incident by clicking the incident link. The Supervisor is only allowed to view the incident report. No changes can be made to the information provided in the report unless authorized by Safety Resources.

3. The Supervisor must complete the **Action Plan** section of the report. Enter in the immediate and long term actions that will be taken to correct identified deficiencies and prevent recurrence.

**Incident 41 - SUPERVISOR SECTION (To be completed within 24 hours of incident being reported)**

*It is the responsibility of the supervisor to take corrective action to prevent recurrence of a similar incident. Please indicate what measures will be taken to prevent similar incidents or correct deficiencies. Ensure changes made do not bring about new hazards. Fundamental causes should be identified.*

**Immediate:**

**Long Term:**

<table>
<thead>
<tr>
<th>Target Date (Immediate action):</th>
<th>Target Date (Long term action):</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-MAR-09</td>
<td>25-MAR-09</td>
</tr>
</tbody>
</table>
4. Under the **Target Date**, the Supervisor must enter the immediate action and long term action target dates.

5. Safety Resources will track and review all incident reports. As necessary, SAFETY RESOURCES will provide input and advice and may require additional actions to be taken. Once a report has been closed, an email will be sent to the individual who created the report and to the Supervisor who responded to the report.

**Important**

It is important that the Supervisor confirm if the individual involved in the incident required medical attention from a physician. If medical attention was required, a Workers' Compensation Board (WCB) E1 form (*Employer’s Initial Report of Injury Form*) must be completed and faxed to Health and Wellness at 966-2882. Health and Wellness will forward the E1 form to the WCB.

The University is **required** to report injuries to the WCB within five days of being aware of an injury (The Workers’ Compensation Act, 1979 section 52, 53). Failure to report an injury as required may result in a fine up to $1,000 plus the cost associated with the claim.

For more information on WCB reporting requirements, please contact Wellness Resources at 966-4580.

**Definitions**

**Accident** is any event resulting in unintended harm to workers or damage to property (occupational injury, occupational illness, incident or fatality).

**Construction site incident** is any incident that occurs at a location or site where construction type work is being conducted either by University employees or employees contracted by the University.

**Contractor** is any company, partnership, or proprietor hired to perform a specified task or job at the University of Saskatchewan. A contractor may be one person or many persons hired by the University or by a contracted agency on behalf of the University (also commonly referred to as a sub-contractor) to complete specific work.

**Dangerous Occurrence** is defined at length in the Saskatchewan Occupational Health and Safety Regulations (Sec. 9(1)). In general a dangerous occurrence can be defined as any event that could have injured someone, but did not. Dangerous occurrences are often called near misses or near accidents.

**Days Lost** identifies incidents that may be covered by the Saskatchewan Workers’ Compensation Board.

**Equipment** means any mechanical or non-mechanical article or device, and includes any machine, appliance, apparatus, implement, service or utility, but does not include personal property unless that property is used for the carrying on of an occupation.

**Exposure** means harmful contact through inhalation, ingestion or absorption through the skin.
**Incident** is any undesirable or unplanned event or sequence of events that has had unintended effect on University of Saskatchewan employees, facilities, operations, property, contractors or on legal or regulatory compliance.

**Incident Report** is the form distributed by the Department of Health, Safety and Environment to obtain information about an individual incident or near miss. This report is to help establish the root cause(s) of incidents. Information collected from these forms will be useful in preventing incidents from occurring or recurring in the future.

**Injury** includes any disease or impairment of the physical or mental condition of a person.

**Job/System Factors** identifies any work place influences that may have been a factor in the incident or near miss.

**Minor Injury** is any event causing injury which requires medical attention (doctor, minor medical clinic, physiotherapist, first aid responder) or where the worker will miss time from work due to injuries sustained in the incident.

**Near Miss** is any undesirable or unplanned event or sequence of events that has been narrowly avoided but could have had an unintended effect on University of Saskatchewan employees, facilities, operations, property, contractors or on legal or regulatory compliance if it had occurred.

**No Loss Incident** is an incident that did not result in any loss of time, property, person, equipment, or other tangible item.

**Other Loss Type** is for incidents that result in losses to property, equipment or other items of value. This category is not to be used for personal injuries or loss.

**Personal Protective Equipment (PPE)** means any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.

**Serious/Major Injury** is any event that involves the death of a worker or an incident that requires a worker to be admitted to hospital.

**Substandard Acts or Practices** identifies the procedures, practices or human factors that may have contributed to the incident or near miss.

**Substandard Conditions** identifies systems, processes, work place deficiencies, or other equipment or functional areas that may have contributed to the incident or near miss.

**Supervisor** is any person who is authorized by an employer to oversee or direct the work of workers.

**Worker** is a person who is engaged in an occupation in the service of an employer.