



## 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).

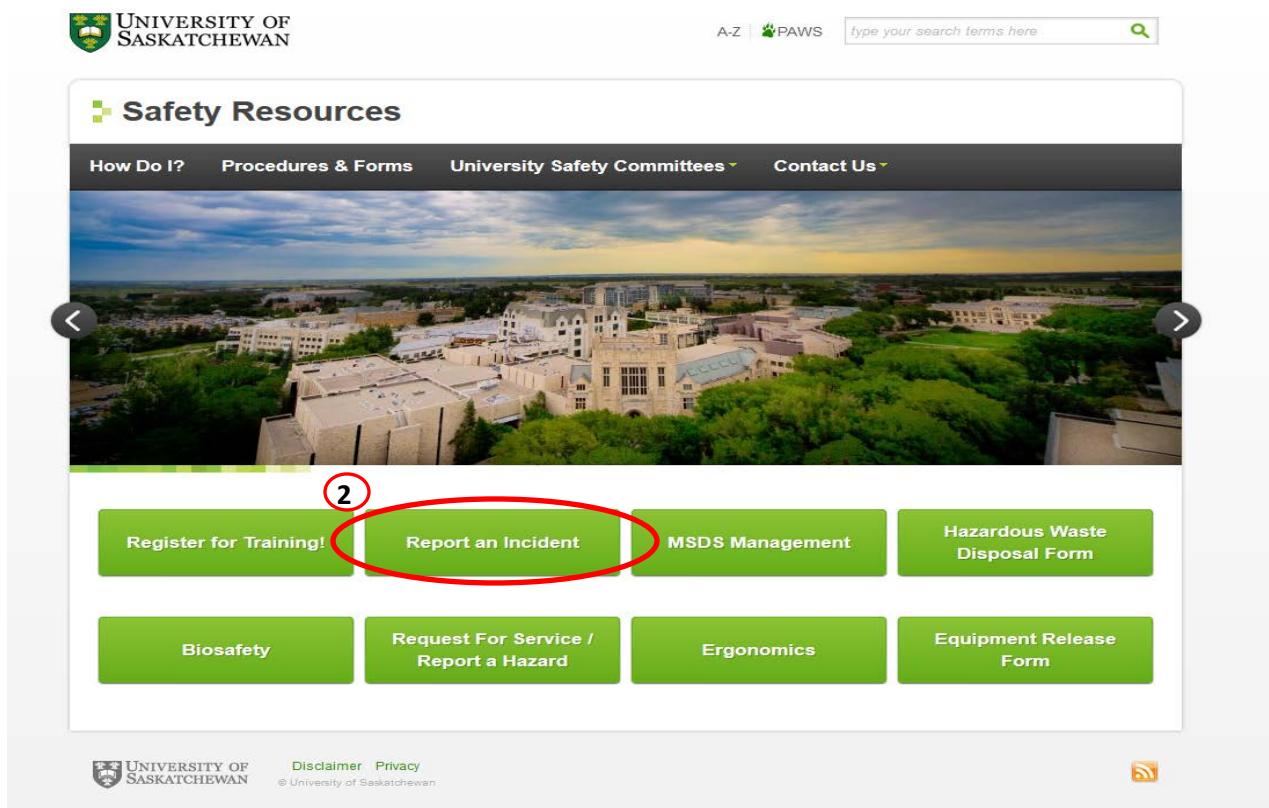
Incident reports are to be completed by the individual involved in the incident with the participation of the individual's direct Supervisor. All incident reports are reviewed and tracked by Safety Resources. As required, Safety Resources will investigate and provide recommendations on corrective actions.

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.

UNIVERSITY OF SASKATCHEWAN  
CAS Login

NSID (abc123)

Password

Sign in

[Forgot password?](#) [About CAS](#)

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.

**Incident Report**

Name: [redacted] NSID: [redacted] **4** [Report a new Incident](#)

**Incidents where you are the reporter:**

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No Records Available

**Incidents where you are the supervisor:**

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Incident #	Injury Date	Description	Status	Date Reported	Action
15823	12-MAY-17	Please note, [redacted] (supervisor above) is th	CLOSED	15-MAY-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
16622	13-MAR-17	I was attempting to extract a wolf tooth from a 3	CLOSED	26-MAR-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
16621	28-MAR-17	I was treating an athlete in the Huskie Sport Heal	CLOSED	28-MAR-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>

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**Incidents where you are the reviewer:**

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Incident #	Injury Date	Description	Status	Date Reported	Action
17206	31-AUG-17	I was playing slow pitch for a work function when	ON REVIEWER	03-SEP-17	<a href="#">To Complete &amp; Submit</a>   <a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17195	31-AUG-17	was moving golden retriever into lateral position	ON SUPERVISOR	01-SEP-17	<a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17194	01-SEP-17	Employee was reaching into jar of pens when she wa	ON SUPERVISOR	01-SEP-17	<a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17193	01-SEP-17	The Simulated Patient was participating in a Year	ON SUPERVISOR	01-SEP-17	<a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17192	30-AUG-17	Was looking for a crowbar, opened the door at the	ON REVIEWER	31-AUG-17	<a href="#">To Complete &amp; Submit</a>   <a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17191	31-AUG-17	College of Medicine Year 4 students were having a	ON SUPERVISOR	31-AUG-17	<a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17190	30-AUG-17	we where moving cattle to be weighed and where wat	ON SUPERVISOR	30-AUG-17	<a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17189	28-AUG-17	was lifting mop bucket to empty it and hurt my bac	ON REVIEWER	29-AUG-17	<a href="#">To Complete &amp; Submit</a>   <a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17188	25-AUG-17	This incident involved Sydnie Gengler, an undergra	ON SUPERVISOR	28-AUG-17	<a href="#">Add a Comment</a>   <a href="#">View Incident</a>   <a href="#">View Comment</a>
17187	28-AUG-17	I was assisting my attending during suturing and w	CLOSED	28-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17186	04-AUG-17	This is a secondary injury to a previously diagn	CLOSED	28-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17172	24-AUG-17	Was completing a peritoneal repair with 3-0 vicryl a	CLOSED	25-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17171	25-AUG-17	Opening a new scalpel blade, cut on left thumb. C	CLOSED	25-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17170	24-AUG-17	I was performing ground person duties for Devin Mo	CLOSED	24-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17169	08-AUG-17	I was working my usual work routine in Athabasca H	CLOSED	24-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17168	23-AUG-17	I picked up a broken chair in the hallway of WCVM	CLOSED	23-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17167	22-AUG-17	We were cleaning up the supply room and I was help	CLOSED	22-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17166	18-AUG-17	.When I was loading balls to the trailer, my foo	CLOSED	21-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17154	17-AUG-17	I was installing 2 ft by 2 ft pieces of ceiling ti	CLOSED	18-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>
17153	17-AUG-17	I was sweeping the floor in room B3 while the gene	CLOSED	17-AUG-17	<a href="#">View Incident</a>   <a href="#">View Comment</a>



- To create a new incident report, click on the link [Report a New Incident](#). A blank Incident Report Form window will open.

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The purpose of this form is to report facts and objective observations regarding an incident or near miss incident. The goal of the Incident Reporting System is to ensure corrective action is taken to prevent future incidents.

**REPORTER SECTION (To be Completed within 24 hours of incident)**

**Identifying Information**

<p><b>5</b> <b>Personal Information</b></p> <p>Name: DAVIDGE,RICHARD          NSID: rid451          Department: SAFETY RESOURCES          Occupation: COORDINATOR          Email: rid451@campus.usask.ca</p> <p>* Years of Job Experience: <input type="text"/></p>	<p><b>6</b> <b>Supervisor Information</b></p> <p>* Supervisor:          Please select one <input type="text"/></p> <p>Supervisor Email:</p>
<p><b>Incident Date and Time</b></p> <p><b>7</b> Incident Date: <input type="text"/>  (eg. 12-Jan-2008)</p> <p><b>8</b> Time of Incident: <input type="text"/> (e.g. 10:02 PM)</p>	<p><b>Location</b></p> <p><b>9</b> * Incident Location Description: <input type="text"/></p>

- 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.
- 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.
- 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.
- Enter the time of the incident under **Time of Incident**.
- Under **Location Description**, enter details of the location of the incident in the text box.

**10** **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. 2000 Char):

\*Medical Attention Received (Doctor visit):  Yes  No **11**

**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:  **12**

**13**



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/>), 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)**

**Action Plan**

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:

Target Date (Immediate action): 18-MAR-09      Target Date (Long term action): 25-MAR-09

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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.