

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

Background

The Incident Reporting and Investigation Application (IRI App) is designed to support electronic submissions of the Occupational Health and Safety (OHS) Incident Reporting and Investigation Form 101. The IRI App allows you to complete Form 101 electronically, then directs it through the approval process and provides a single database for reporting and analysis.

Policy

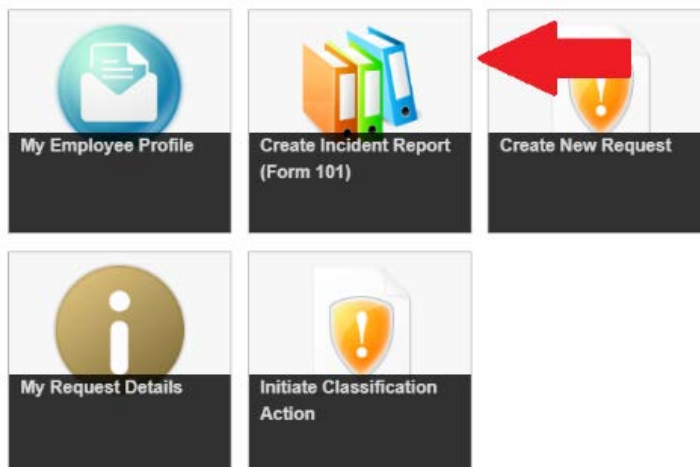
Executive Government is responsible for setting standards and developing corporate processes that support permanent heads in ensuring healthy and safe workplaces. A standardized process for incident reporting and investigation captures information for the employer to identify trends and issues to prevent incidents and reoccurrence of incidents. Refer to [Section-818-OHS Incident Reporting and Investigation](#). The collection, protection, use and disclosure of personal information and personal health information contained in the IRI App is governed by *The Freedom of Information and Protection of Privacy Act*, *The Health Information Protection Act* and *The Occupational Health and Safety Regulations, 2020*.

Contact Information

If you have questions or issues with the IRI App for Form 101, contact your [Central Incident Resource \(CIR\)](#).

Instructions

1. Log into [PSC Client](#) to access the Incident Reporting and Investigation App (IRI App).
2. On the PSC Client home screen, click on the 'Create Incident Report' icon.



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3. Once the incident Report form is open, this will take you to a landing page:

- Use the green button to proceed and create and Form 101.
- Use the red button to go back to the main menu.

Welcome to the Incident Reporting and Investigation Application (IRI App)

The IRI App is an electronic version of the Incident Reporting and Investigation Form 101 that replaces the paper version. This application is designed to automatically send Form 101 through the review, approval, corrective action and sign-off process.

Completing the form
Employees complete page 1 (sections A to E)
Supervisors complete page 2 (sections F and G, including Supervisor Comments)

To help you through the process, refer to [IRI App User Guide on Taskroom](#). Click on the within the form for additional information.

Do you want to create an Incident Reporting and Investigation Form 101?

Yes, create a Form 101
No, go back to the main screen

Contact Information
If you have questions or issues with the IRI App, contact the Central Incident Resource for your ministry.

Additional IRI Resources

Training
[Incident Reporting Policy Training](#) (Mandatory for all Government of Saskatchewan employees)

Once in the Form 101

OHS Incidents
Incident Reporting and Investigation Application

Click on the "Files" icon to see attachments.

Status: New

Cancel Request
Print Form 101
Save

Delegate: [Dropdown]
This field to be completed when Supervisor/Manager required to complete form.

CIR Mail List: [Dropdown]

A. IDENTIFICATION INFORMATION

Incident #: INC00558

Employee Lookup: [Dropdown]

- **The first button is 'Save.** This will save your form as a work in progress. Only once submitted will a notification be sent.
- **The second button is the 'Files'.** This allows you to attach relevant documents for your report. **Do not attach medical files.**
- **The third button is the 'Cancel Request'.** This allows you to cancel a form 101 that has not yet been submitted for review.
- **The fourth button is the 'Print Form 101'.** This allows you to preview and save the document as a PDF.

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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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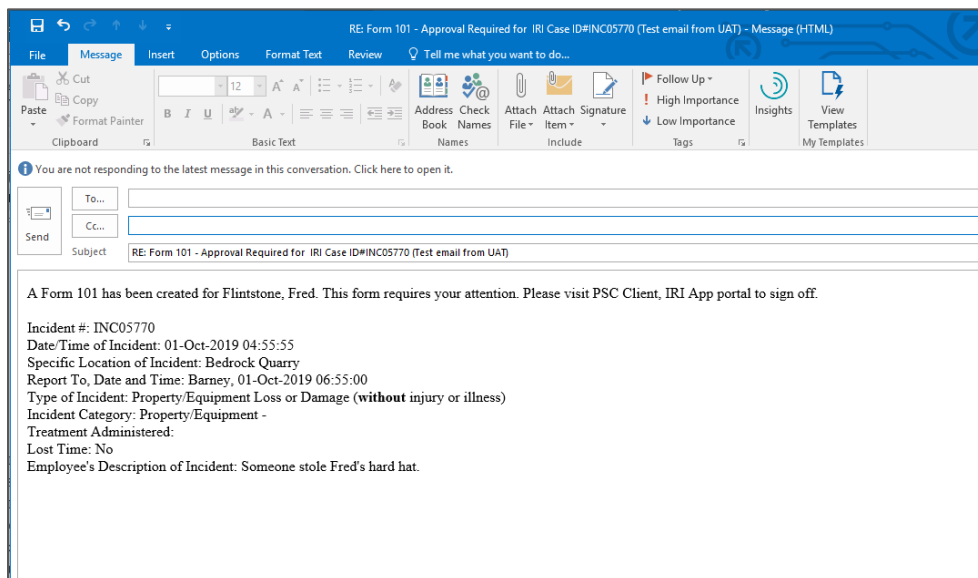
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- Complete the rest of **'Sections A through E'** as outlined in Step 3.

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.



Incident Reporting and Investigation Application

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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
INC05771	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 <IncidentReportingAutoReply@gov.sk.ca>
Sent: Friday, October 04, 2019 2:50 PM
To: Carter, Ross PSC <ross.carter@gov.sk.ca>; Gao, Bo PSC <Bo.Gao@gov.sk.ca>; Dubord, Jennifer PSC <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
INC05771	Power Plant		01-Oct-2019	Supervisor/Manager Review	Near Miss (no injury; no property/equipment damage)

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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 1134 535 1176" type="text"/>	<input data-bbox="592 1134 852 1176" type="text" value="DD-Mon-YYYY"/>	<input data-bbox="909 1134 1177 1176" type="text"/>	<input data-bbox="1234 1134 1502 1176" 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 <IncidentReportingAutoReply@gov.sk.ca>
Sent: Friday, October 04, 2019 3:20 PM
To: Agarwal, Kanisha PSC <kanisha.agarwal@gov.sk.ca>; Gao, Bo PSC <Bo.Gao@gov.sk.ca>; Dubord, Jennifer PSC <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 a web form titled 'Director/Manager Comments'. The form contains a text input field with 'TEST TEST TEST'. Below it is a question: 'I have spoken with the affected employee to discuss this incident*' with 'Yes' and 'No' radio buttons. A confirmation statement follows: '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 this are two input fields: 'Director/Manager Name*' with 'Gwen Mowbray' and 'Date*' with '23 Dec 2019'. A large black arrow points to a green 'Complete' button. At the bottom is an 'Other Comments:' text area.

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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.

The screenshot displays a form titled 'Corrective Actions To be Taken (to prevent future occurrences)*'. The form includes a text input field with the value 'Fix Rail'. Below this are four dropdown menus: 'Responsible Person*' (Kistner, Scott F), 'Target Date*' (02-Jan-2020), 'Status Update*' (New), and 'Completed Date' (DD-Mon-YYYY). A green button labeled 'Notify Responsible Person' is positioned below the 'Responsible Person' dropdown. Below the 'Notify Responsible Person' button is a 'Date/Time Email was sent' field with a placeholder 'DD-Mon-YYYY' and a time field '23:59:59'. A green button labeled 'Add another Corrective Action Plan' with a plus icon is located below the email field. Below the 'Add another Corrective Action Plan' button is a 'Corrective Action Target Date*' field with the value '31-Dec-2019'. A grey tooltip box below the target date field contains the text: '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.' A large black arrow points from the left towards a green button labeled 'Corrective Action Required' at the bottom of the form.

- 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.