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 <u>Section-818-OHS Incident Reporting and Investigation</u>. 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 for Employees**

- 1. Log into <u>PSC Client</u> to access the Incident Reporting and Investigation App (IRI App).
- 2. On the PSC Client home screen, click on the 'Create Incident Report' icon.



Last revised: July 2024 Last reviewed: July 2024 Next review: July 2025

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

- 3. Once the incident Report form is open, this will take you to a landing page:
  - Use the green button to proceed and create 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 🗇 Help 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						

#### Once in the Form 101

⊧ PSC	ient			<b>ଦ ଜ ଡ</b> ା
6) 11- ()	Incident Reporting and Investigation Application Click on the "Files Attachments" paperclip icon to see attachments.	3	New Cancel Request	Print Form 101
	Delegate ()	CIR Maillist		
	This field to be completed when Supervisor/Manager required to complete form.	×		
	A. IDENTIFICATION INFORMATION			
	Incident #: INC15751			
	Employee Lookup:*			
	Last Name:	First Name:		
	Employee Email:			

- **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 'File Attachments'. 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.



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

- The fourth button is 'Print Form 101'. This allows you to preview and save the document as a PDF and/or print.
- 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 'File Attachments' icon on the right-hand side of the screen.

₽	PSC <sup>Direct</sup>			ଦ ଜ ଡ
3 I O	Incident Reporting and Investigati	on Application	noos New Cancel Request	Print Form 101
	Delegate 🕤	CIR Mallist		
	This field to be completed when Supervisor Manager required to co	mpiete form.		
	Incident #: INC15751 Employee Lookup:*			
	Last Name:	First Name:		
	Employee Email:			

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. If you do not see the 'Submit to Supervisor/Manager' that means you have not completed all mandatory fields as denoted by an asterisk. \*

E. EMPLOYEE'S DESCRIPTION OF INCIDENT			
Employee's Description of Incident:*			
nclude details of the activity at the time of the incident. Add attachments if	f necessary.		
Privacy Statement			
he Government of Saskatchewan is committed to the protection of person: pplication (IRI App). We have procedures and security features in place to k	al information and personal health informatio keep your data as secure as possible once rece	n you provide through the In ived.	cident Reporting and Investigation
n most cases, personal information and personal health information collect rocessing your case. Personal information includes employee ID and home nedical facility. For reporting purposes, data you provide will be de-identifi	ted through the IRI App will only be accessible e phone number. Examples of personal health ed.	by government employees w information are: treatment a	hose responsibility is to assist with dministered; first aid provided; and name of
y clicking the "I agree" button, you are stating that you have read this infor rotection of Privacy Act, The Health Information Protection Act, and The Ou ue to the best of your knowledge.	rmation and are giving your consent to collect, Iccupational Health and Safety Regulations, 20	use and disclose your data a 20. You are also confirming th	ccording to The Freedom of Information and at the information provided is correct and
I Agree (You must select "I agree" in order to submit this form.)			
lame* 💿	Date:*		

the Submit button does not appear, you have not filled in all mandatory \* fields.



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

#### 7. 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 a need-to-know basis. Log into PSC Client and select 'Create Incident Report.'
- In the 'Delegate field', the manager/supervisor selects their name as the delegate.

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.
- Complete the rest of 'Sections A through E'.
   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.'

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

#### 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.

Send	То		
	Bcc		
	Subject	Form 101 - Approval Required for Onayemi, Toyin IRI Case ID#INC16384	🔿 Not Classified 🗸
Incident #: 1 Date/Time of Specific Lor Report To, I Type of Inci Incident Ca Treatment / Lost Time: I Employee's	INC16384 of Incident: 3 cation of Inci Date and Tim dent: Injury/I tegory: Cont Administered No Description	)-Apr-2024 10:25:00 Jent: Storage Room 2: Barney, 30-Apr-2024 10:25:00 Iness (without property/equipment loss/damage) act with Object/Equipment - Struck/Hit : of Incident: Box fell on Fred in the storage room.	

- 2. Log into <u>PSC Client</u> to access the IRI App.
- 3. On the PSC Client home screen, click on 'Incident Reporting' on the right-hand portal.

Filter Portals... Incident Reporting

4. Click on the Form 101 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	
INC1722 Quarry	Fred Flintstone	31-Dec-2024	Supervisor/Manager Review	Iniurv/Illness (with propertv/ equipment loss/damage	

- 5. Review the incident, complete 'Sections F and G'.
  - Ensure an appropriate Incident Investigation and Corrective Action Plan is created:
    - If your ministry uses an official Incident Investigator, you can select that person at the top of this section. If you do not have an official Incident Investigator,

Saskatchewan

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

leave the field blank.

- 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 send yourself a notification*).
- 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 passed, a notification will be sent out to the Supervisor/OOS Manger/Director and CIR.

	n Plan is mandatory to fill out.			
stigator Name				
	If your Ministry has an official Incident I	Investigator, please select this person here.		
				+
prective Action Plan				
frective Action Flan				
Corrective Actions To be Taken (to prevent	future occurrences)*			
				11
Responsible Person* 💿	Target Date*	Status Update* 🕐	Completed Date	
	Ē		<b></b>	
		A Notify Degransible Degran		
		would responsible Person		
Date/Time Email was sent	E			
Date/Time Email was sent	Clicking "Notify Responsible Perso	will send an email to the individual identified to	complete the corrective action. When the email is sent,	this
Date/Time Email was sent	Clicking "Notify Responsible Perso field will automatically date/time :	will send an email to the individual identified to stamp.	complete the corrective action. When the email is sent,	this
Date/Time Email was sent	Elicking "Notify Responsible Perso field will automatically date/times	Image: a send an email to the individual identified to stamp.	complete the corrective action. When the email is sent,	this
Date/Time Email was sent	Elicking "Notify Responsible Perso field will automatically date/time s	any will send an email to the individual identified to stamp. d another Corrective Action Plan	complete the corrective action. When the email is sent,	this
Date/Time Email was sent	E Clicking "Notify Responsible Person field will automatically date/time state and the state of	Image: Contract of the individual identified to stamp.         danother Corrective Action Plan	complete the corrective action. When the email is sent,	this
Date/Time Email was sent	E Clicking "Notify Responsible Perso field will automatically date/time s + Ad	Image: Contract of the individual identified to stamp.         d another Corrective Action Plan	complete the corrective action. When the email is sent,	this

- 6. Complete the 'Supervisor Comments' section.
- 7. 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 Form 101 has been submitted to the Director/OOS Manager or other applicable Signing Authority, ensure the Corrective Actions are implemented by the target dates.

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

#### **Director/OOS Manager or applicable 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 report Form 101 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 <<u>ross.carter@gov.sk.ca</u>>; Gao, Bo PSC <<u>Bo.Gao@gov.sk.ca</u>>; Dubord, Jennifer PSC <<u>jennifer.dubord@gov.sk.ca</u>>

 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 <u>PSC Client</u> to access the IRI App.
- 3. On the PSC Client home screen, click on 'Incident Reporting' on the right-hand portal.

Filter Portals	
Incident Reporting	>

- 4. Click on the incident to be reviewed using the Incident ID number from the notification email.
- 5. Review the incident report Form 101 Sections A to G, including reviewing and/or recommending amendments to the Corrective Action Plan.
- 6. Complete the Director/OOS Manager Comments section by adding comments, indicating

Incident Reporting					×
Incident ID	Lowest Level Org	Employee Name	Date of Incident	Status	Incident Type
INC1722	Quarry	Fred Flintstone	31-Dec-2024	Supervisor/Manager Review	Iniurv/Illness (with propertv/ equipment loss/damage

whether you have spoken to the employee to discuss the incident and signing off.

7. Click 'Submit to CIR.' The Central Incident Resource (CIR) will review and close the incident.

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

### **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

 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 <u>PSC Client</u> to access the IRI App.
- 3. On the PSC Client home screen, click on 'Incident Reporting' on the right-hand portal.

Filter Portals	
Incident Reporting	>

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	
INC1722	Quarry	Fred Flintstone	31-Dec-2024	Supervisor/Manager Review	Iniurv/Illness (with propertv/ equipment loss/damage	

- 5. CIR reviews the incident report Form 101 for quality and completeness. The CIR reaches out to the Supervisor/Manager and Director/OOS Manager as needed to clarify details, improve the incident investigation/root cause analysis and consider additional corrective actions where applicable.
- 6. CIR ensures that the 'Corrective Actions' in Section G have a Status Update of "Completed" and Completed Date entered in.
  - 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 manager/supervisor goes into the 'Corrective Actions,' and updates it.

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

	A Notify Responsible Person
Date/Time Email was sent	Clicking "Notify Responsible Person" will send an email to the individual identified to complete the corrective action. When the email is sent, this field will automatically date/time stamp.
	+ Add another Corrective Action Plan
FINAL Target Date for All Corrective Actions*	30-Jun-2024       Image: 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

7. Once the incident report Form 101 meets the required level of quality, and all corrective actions are completed, the CIR closes the incident.

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				
Director/Manager Name*		Date*		
Barney Rubble		13-May-2024	<b></b>	
	😭 Complete			
Other Comments:				

- The employee and manager/supervisor are notified by email when the incident is closed.
- The employee will no longer have access to the Form 101 once it has been closed.
- The Manager/Supervisor and Director/OOS Manager and Central Incident Resource will continue to have access through Inquiries. If the employee requires a completed copy of the incident report form, the Supervisor/Manager can provide a PDF of the Form 101.

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



