

# Section: PS 818-B

## Incident Reporting & Investigation Procedures

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

Public Service Commission

*The procedure below is for providing guidance on incident reporting.*

### In the event of an incident, initial assistance may be required:

1. Secure the area to prevent further injury or incident disruption.
2. Provide first aid treatment by those who are certified/capable, as necessary.
3. Call 911 for Emergency Medical Services (ambulance, fire, police), if required.

### In the event of employee death, including a death away from the workplace:

1. Follow Appendix G – Procedure in the Event of Employee Death

### Employee will:

1. Immediately notify the supervisor of the workplace incident.
2. Seek first aid or medical attention as required.
3. Initiate completion of *Incident Reporting and Investigation Form 101 (Form 101)*. Provide the completed **Form 101: PAGE 1 – INCIDENT INFORMATION** to the supervisor as soon as possible after the incident and **within 2 days**.
4. If employee sees a healthcare professional as a result of a work-related injury or misses time away from work:
  - Employee takes a “*Stay At or Return to Work*” [Form 111](#) to the healthcare professional to complete at the initial visit. Employee submits this to their supervisor.
  - Employee completes a Workers’ Compensation Board (WCB) *W1 Form* and submits it directly to WCB, provide copy to supervisor.
  - Worker WCB forms can be found on-line at <http://www.wcbsask.com/workers/worker-resources/>.
5. Cooperate with anyone investigating the incident and implementation of the corrective actions.

### Supervisor will:

1. Ensure that the employee has received first aid or medical attention as required.
2. If the employee is unable to complete *Form 101*, initiate and complete on behalf of the employee.<sup>2</sup>
3. Notify the Ministry Central Incident Resource and others as required<sup>1</sup> by forwarding **Form 101: PAGE 1 – INCIDENT INFORMATION** **within 2 days** of the incident. (See Appendix A)
4. Conduct an appropriate investigation, complete **Form 101: PAGE 2 – INCIDENT INVESTIGATION** and forward it to Ministry Central Incident Resource, and others as required **within 7 days** of the incident. If unforeseen circumstances prevent *Form 101* from being completed within the required timeframe, complete the investigation as soon as possible with explanation for the delay. (Refer to Appendix F for examples of indirect and root causes).
5. Consult with others, as necessary, on the development of corrective actions (Ministry Occupational Health and Safety (OHS) contact, Director/Manager, Occupational Health Committees, other competent persons).
6. Where an employee receives medical treatment from a healthcare professional for a work-related injury/illness and/or loses time from work:
  - Provide employee with *Form 111*, and follow ministry related process.
  - The supervisor/delegate shall complete a WCB *Employer’s Initial Report of Injury (E1)* form and submit it directly to WCB **within five business days** from the date of notification of the injury.
  - Only if **Time Loss** from work occurs, submit a copy of the *WCB E1 Form* to Human Resource Service Centre to provide WCB the payroll information portion of the form.

<sup>1</sup> Distribute in accordance with ministry-specific direction.

1 <sup>2</sup> Delegates need to ensure that personal information and personal health information provided on behalf of the employee is accurate and only shared on the need-to-know basis.

7. Follow ministry-specific reporting procedures as required (e.g. for violence follow-up, environmental damage, motor vehicle insurance, infectious disease exposure, etc.).

**Director/Manager will:**

1. Review completed *Form 101*.

***If no further investigation is required:***

2. Ensure *Form 101* is completed, review and monitor the Incident Investigation Corrective Action Plan, or add an authorized alternate Corrective Action Plan.
3. Once fully completed, sign *Form 101* and forward to the Central Incident Resource, and distribute as required **within seven days** of receiving it.
4. For corrective actions that are completed after the seven days, re-submit an updated **Form 101: Page 2 – INCIDENT INVESTIGATION**.

***If further formal investigation is required:***

***Further investigation is required when a Serious Bodily Injury, Dangerous Occurrence or Fatality incident occurs which involves an incident that causes or could have caused the death of a worker or that requires a worker to be admitted to a hospital as an in-patient (refer to OHS Regulations, sections 2-2, 2-3 3-18 and 3-20). Ministries may also conduct further investigation for additional incidents.***

5. Provide notification<sup>3</sup> of *Serious Bodily Injury, Dangerous Occurrence* or *Fatality* incidents to The Ministry of Labour Relations and Workplace Safety's, OHS Division, as soon as reasonably possible, by phoning 1-800-567-7233, or for Dangerous Occurrences, by faxing (306) 787-2208, a copy of **Form 101: PAGE 1 INCIDENT INFORMATION**.
6. Mobilize an Incident Investigation Team<sup>4</sup> as soon as reasonably possible, and ensure appropriate time and resources are allocated to complete the investigation.<sup>5</sup>
7. The Incident Investigation Team will investigate and compile a **formal** report (See Appendix D), and forward a copy to the Director/Manager **within 30 days** of beginning the investigation of the incident if possible.<sup>6</sup>
8. Review the report and complete formal *Incident Investigation Corrective Action Plan* (see Appendix E).
9. Distribute a copy of the completed formal *Incident Investigation Corrective Action Plan* to the Incident Investigation Team, affected supervisor(s), affected employee(s), Central Incident Resource, and others as required **within seven days** of receiving the Incident Investigation Team's report.
10. Monitor the timely completion and effectiveness of the corrective action outlined in the *Incident Investigation Corrective Action Plan*.
11. Indicate the date of completion on the formal *Incident Investigation Corrective Action Plan*.

**Personal information and personal health information collected during incident reporting and investigations should be treated according to *The Freedom of Information of Privacy Act, The Health Information Protection Act, and The Occupational Health and Safety Regulations, 2020.***

<sup>3</sup>Contact OHS Professional or CIR to discuss ministry specific process.

<sup>4</sup>Incident Investigation Team would include Occupational Health Committee (OHC) Co-Chairpersons or other OHC members or representatives who are legislated to participate. Other team members may include the supervisor; Ministry OHS professionals; external specialists; and/or employees with technical or operational expertise pertinent to the incident.

<sup>5</sup>Incident investigation may require collaboration with other ministries.

<sup>6</sup>An incident investigation may require more time than 30 days. In these instances, the Director/Manager can authorize additional time.