**Administrative Procedure**

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**REPORTING AND INVESTIGATIONS –   
INCIDENT DOCUMENTATION AND REPORTING**

**Background**

The purpose of this policy is to ensure the (enter school division) establishes processes for documenting and reporting workplace incidents as a measure to better understand and prevent incidents and to comply with *The* *Saskatchewan Employment* Act, section 3-64.

**Definitions**

**Incident** is defined in the Safety Management System as an unwanted, unplanned event that results in or could have resulted in a loss (production, property or human). It includes any unusual occurrence or event that could affect the health and safety of a worker. It may or may not cause property damage, injury, illness or lost-time to the worker. It is meant to include all things that are formally referred to as accidents, such as:

* damage to property;
* near misses;
* major or minor injuries;
* lost-time injuries; or
* fatalities

**Dangerous Occurrence** is any occurrence that does not result in, but could have resulted in, a condition or circumstances as listed in *The Saskatchewan* *Occupational Health and Safety Regulations*, 2020 section 2-3. A dangerous occurrence has the potential to injure a worker, but does not result in an injury. These incidents have also been referred to as *near misses*.

**Procedures**

1. Reporting
   1. All accidents and dangerous occurrences must be reported on (applicable incident report form).
   2. Serious incidents, dangerous occurrences (i.e., those causing death or > 72 hour hospitalization) and worker exposure must be reported to the Saskatchewan Ministry of Labour Relations and Workplace Safety, OH&S Division as soon as reasonably possible, including:
      1. Incidents that result in the death of a worker;
      2. Incidents that result in the admission of a worker to hospital as an in-patient for 72 hours or more/accidents causing serious bodily injury;
      3. Dangerous occurrences as a result of:
         * + Structural failure or collapse of a structure, scaffold, temporary form work or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
           + Failure of a crane or hoist, the overturning of a crane or unit of powered mobile equipment;
         * An accidental contact with an energized electrical conductor;
         * The bursting of a grinding wheel;
           + An uncontrolled spill or escape of toxic, corrosive or explosive substance;
         * A premature or accidental detonation of explosives;
         * The failure of an elevated or suspended platform;
         * The failure of an atmosphere-supplying respirator; or
           + Report of a worker’s exposure to a spill or leak of a chemical or biological substance listed in table 19 or 20 that may affect the health and safety of a worker.
   3. Dangerous occurrences, accidents causing serious bodily injury and injuries requiring medical treatment must be reported to the Occupational Health Committee (OHC) co-chairs. An investigation of the occurrence will be conducted by the co-chairs including:
      1. Incidents that require a worker to be admitted to hospital as an in-patient for a period of 24 hours or more (section 3-18);
      2. Every dangerous occurrence described in regulations, section 2-3(1) (section 3-20);
      3. Any lost time injury (section 3-21);
      4. Incidents of violence (section 3-26);
      5. Activities that may aggravate of cause musculoskeletal injuries (MSIs) (section 6-18);
      6. Exposure to infectious materials or organisms (section 6-17); or
      7. Injuries resulting from lifting, holding, twisting, turning or transferring of students and or loads (section 31-4). (Please note: section 31-4 is legislation pertaining to Healthcare and is being adapted in Education for the safety of employees and students).
2. Reporting and Documenting Responsibilities

2.1 Worker Actions/Responsibilities

* 1. If a worker is involved in a workplace incident, the worker must:
* Report the incident to their immediate supervisor within 24 hours, including incidents:
  + Resulting in the worker requiring medical attention
  + Resulting in a minor injury that does not require medical attention
  + Whereby the worker does not lose any time from work
  + Whereby the worker does lose time from work
  + Incidence of violence
  + Where no injury occurred but could have (dangerous occurrence)
* Complete the Employee Accident/Injury Report Form
* Complete the Workers’ Compensation Board (WCB) Worker’s Initial Injury Report Form (W1) if medical attention is required, whether or not there is time lost from work. If the worker loses time from work, the worker must notify the employer and keep the employer informed regarding the anticipated return to work date.
* Forward all documentation to their immediate supervisor.

2.2 Supervisor Actions/Responsibilities

1. Upon notification of an incident involving a worker, the supervisor must:

* Ensure workers document and report all incidents
* Review all incident reports
* Investigate all incidents to determine the cause
* Document corrective actions taken on the (applicable incident report form);
* Forward the completed incident report form and any other required documentation to the OHC co-chairs for review;
* Communicate any hazards and corrective measures to workers in the area; and notify the Saskatchewan Ministry of Labour Relations and Workplace Safety, OH&S Division, in accordance with the OH&S legislation;
* Forward a copy of the completed incident report form to (Division specific);
* Forward a copy of the completed WCB W1 Form to the (Division specific) if the worker sought medical treatment from a Healthcare Provider and is covered by WCB (teachers are not).

2.3 Employers Actions/Responsibilities

* + - 1. Implement a process for reporting, documenting and reviewing worker incidents in the workplace;
      2. Ensure that all incidents described in the OH&S regulations, sections 2-2 and 2-3, are reported to the Saskatchewan Ministry of Labour Relations and Workplace Safety and are investigated as required by the OH&S legislation; and
      3. Ensure that all incidents described in the OH&S regulations, sections 2-2, 2-3, 2-5, 3-18, 3-20, 3-21, 6-18, 6-22 and 21-11, are reported to both co-chairs and consultation with the OHC
  1. Occupational Health Committee Actions/Responsibility
  2. Review and investigate all incident reports in accordance with the OH&S legislation, such as:
     + Lost-time injury that results in the worker receiving medical treatment;
     + Musculoskeletal injuries;
     + Violence;
     + Lifting, holding, turning, twisting, or transferring of students or loads;
     + Exposure to chemical and biological substances.
  3. Review incidents that are related, but not limited to, the following:
     + Violence;
     + Security-related issues; and
     + Equipment failure.
  4. Monitor and document trends in the incident occurrences;
  5. Ensure all incidents are investigated and that corrective action has been taken;
  6. Monitor the corrective action for effectiveness;
  7. Both co-chairs and the employer shall develop a thorough written report to meet the requirements of the OH&S regulations, sections 3-17 and 3-18, including the following information:
* Description of the incident or dangerous occurrence;
* Graphics, photographs or other evidence that may assist in determining the cause;
* Explanation of the direct, indirect and root cause(s);
* Statement of what immediate corrective action was taken; and
* Statement of any long-term action that will be taken to prevent a reoccurrence.
  1. Make written recommendations to the employer if preventive measures are ineffective;
  2. Notify the Saskatchewan Ministry of Labour Relations and Workplace Safety, OH&S Division in accordance with the OH&S legislation.

**Evaluation**

This AP shall be reviewed every three years by the (enter school division) as part of the safety program review and/or whenever there is a change of circumstances that may affect the health and safety of workers, or a change in legislation.

**References**

*The Saskatchewan Employment Act,* Sections 3-16, 3-22, 3-24, 3-31 and 3-35.

*The Occupational Health and Safety Regulations (2020),* Sections2-2, 2-3, 2-5, 3-18 to 3-20, 6-18 and 6-22.