

Instructions for Completing the University of Saskatchewan Incident Report Form

The University of Saskatchewan Incident Report form is to 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).

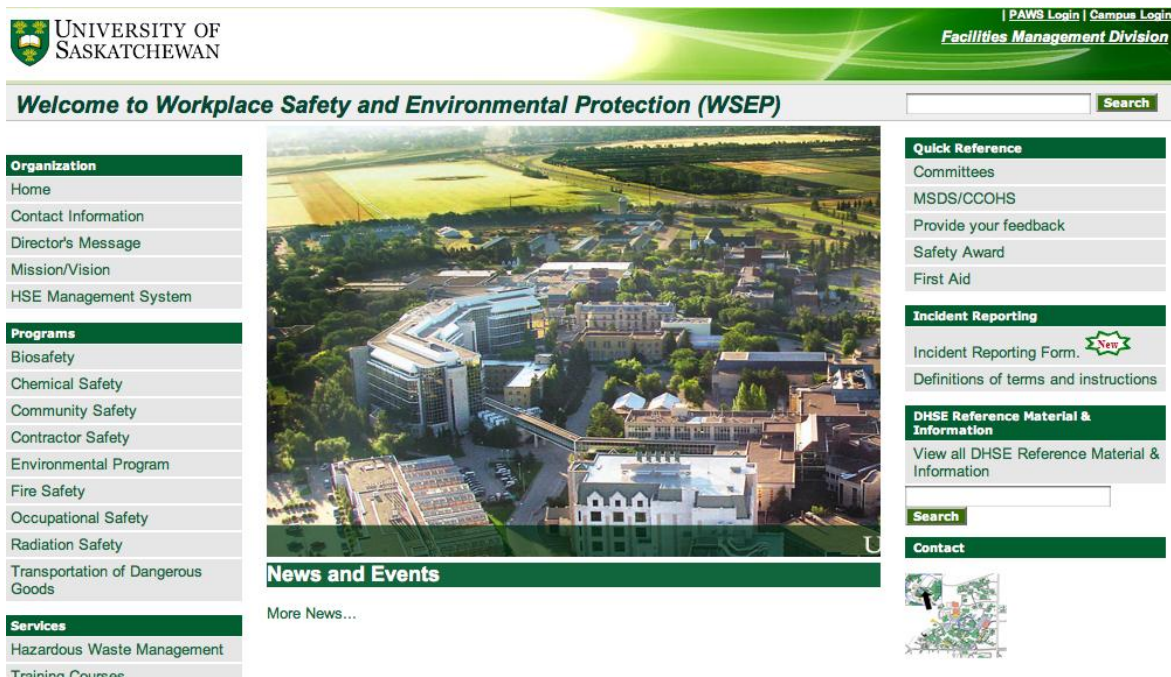
Incident reports are to be completed by the individual involved in the incident with the participation of the individual's direct Supervisor. All incident reports are reviewed and tracked by Workplace Safety and Environmental Protection (WSEP). As necessary, WSEP will provide advice and support to ensure appropriate corrective actions have been taken.

All Incident Reports are maintained by WSEP on behalf of the University of Saskatchewan.

INCIDENT REPORTER INSTRUCTIONS

Incident reports are to be completed in accordance with the following instruction as soon as is possible after an incident has occurred. Definitions for completing Incident Report Forms are provided at the end of this document in the section entitled **Definitions**.

1. Navigate to the Workplace Safety and Environmental Protection (WSEP) website (<http://www.usask.ca/wsep/>),



UNIVERSITY OF SASKATCHEWAN | PAWS Login | Campus Login
Facilities Management Division

Welcome to Workplace Safety and Environmental Protection (WSEP)

Organization

- Home
- Contact Information
- Director's Message
- Mission/Vision
- HSE Management System

Programs

- Biosafety
- Chemical Safety
- Community Safety
- Contractor Safety
- Environmental Program
- Fire Safety
- Occupational Safety
- Radiation Safety
- Transportation of Dangerous Goods


Services

- Hazardous Waste Management
- Training Courses

Quick Reference

- Committees
- MSDS/CCOHS
- Provide your feedback
- Safety Award
- First Aid


Incident Reporting

- Incident Reporting Form. 
- Definitions of terms and instructions

DHSE Reference Material & Information

- View all DHSE Reference Material & Information

Contact



News and Events

More News...

2. Click on the link **Incident Reporting Form**. A login window will open.



Welcome to the University of Saskatchewan's Central Authentication Service (CAS).

For security reasons, please exit your web browser when you are finished using services that require authentication.

Enter your Network Services ID and Password

Username:

Password:

[About CAS](#) Languages: [English](#) | [Français](#)

3. Enter in your Network Services ID (NSID) number and password. Click on the Login button. An Incident Report summary window will open. This window displays incidents that have created under your NSID and/or incidents that you are required to review as a Supervisor.

Incident Report							
Name: BJORNDALEBRIAN JAMES					NSID: bjb120		Report a new Incident
Incidents where you are the reporter:							
Page 1 of 1						« ‹ › »	
Incident #	Date	Description	Status	Action			
41	12-MAR-09	Fall	CLOSED	View Incident View Comment			
21	03-MAR-09	Cut myself	CLOSED	View Incident View Comment			
Page 1 of 1						« ‹ › »	
Incidents where you are the supervisor:							
Page 0 of 0						No Records Available	
Page 0 of 0						No Records Available	
Incidents where you are the reviewer:							
Page 0 of 0						No Records Available	
Page 0 of 0						No Records Available	
Incidents you have been authorized to view:							
Page 0 of 0						No Records Available	
Page 0 of 0						No Records Available	

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

Report an Incident


[Back](#)

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)

Definitions of terms and instructions are available on the [DHSE website](#)

Identifying Information

<p>Personal Information</p> <p>Name: BARBOUR,SUZETTE YVONNE</p> <p>NSID: sym658</p> <p>Department: WORKPLACESAFE&ENVPROTECT (FMD)</p> <p>Occupation: ADMINISTRATIVE ASSISTANT</p> <p>Email:</p> <p>* Years of Job Experience: <input type="text"/></p>	<p>Supervisor Information</p> <p>* Supervisor: Please select one <input type="text"/></p> <p>Supervisor Email:</p>
<p>Incident Date and Time</p> <p>* Incident Date: <input type="text"/>  (eg. 12-Jan-2008)</p> <p>* Time of Incident: <input type="text"/> (e.g. 10:02PM)</p>	<p>Location</p> <p>* 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.
- 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.
- Under **Description**, enter a description of the incident in your own words.

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

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:

11. If an injury was sustained requiring you to seek attention from a medical professional, select **Yes** for **Medical Attention Received**. If you did not require the attention of a medical professional, select **No**. The use of first aid supplies available on campus to treat an injury does not constitute the need for medical attention.
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 WSEP. 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.
14. Once a report has been submitted, an email will be sent to your Supervisor notifying him/her of the incident.

SUPERVISOR INSTRUCTIONS

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 WSEP website (<http://www.usask.ca/wsep/>), 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**.

Incident Report

[Report a new Incident](#)

Name: BJORN DAL, BRIAN JAMES NSID: bjb120

Incidents where you are the reporter:

Page 1 of 1 « ‹ › »

Incident #	Date	Description	Status	Action
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Incidents where you are the supervisor:

Page 0 of 0

No Records Available

Page 0 of 0

Incidents where you are the reviewer:

Page 0 of 0

No Records Available

Page 0 of 0

Incidents you have been authorized to view:

Page 0 of 0

No Records Available

Page 0 of 0

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 WSEP.
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.

4. Under the **Target Date**, the Supervisor must enter the immediate action and long term action target dates.

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): Target Date (Long term action):

[Back](#) [Print](#)

5. Workplace Safety and Environmental Protection will track and review all incident reports. As necessary, WSEP 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.

Employers must 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 Health and Wellness 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.