 **How to Complete an Incident Report Form:**

**To be completed by the individual directly involved in the incident/injury (where possible)
or alternate witness within 24 hours of incident!**

|  |  |  |
| --- | --- | --- |
| **STEP 1** | Faculty or Staff Involved in Incident | * Complete and sign Incident Report (Page 1)
* Provide Incident Report (Page 1 & 2) to your supervisor or manager **immediately**
 |
|  **STEP 2** | Supervisor/Manager  | * Complete Page 2
* Sign and submit Incident Report (Page 1 & 2) to AVP/Dean/Director
* Incident Reports that do not have this section completed will be returned to the submitter and may delay processing
 |
| **STEP 3** | AVP/Dean/Director | * Review preventative actions/recommendations provided by supervisor/manager (Page 2)
* Provide any further comments, if required
* Sign and submit Incident Report (Page 1 & 2) electronically to health.safety@uregina.ca
 |
| Student/Visitor/Contractor | **ONE STEP**: Please send Incident Report form (Page 1 only) to health.safety@uregina.ca. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Individual Involved in incident:** |  | **Employee/Student ID #:** |  |
| **Address:** |  | **Position:** |  |
| **City/Province/Postal Code** |  | **Department/Faculty:** |  |
| **Primary phone:** |  | **Supervisor Name:** | (Required for Faculty /Staff Only)  |
| **Work phone:** |  | **Supervisor Phone:** | (Required for Faculty /Staff Only) |

**Employment category:** **[ ]** Staff [ ]  Student [ ] Faculty **OTHER:** [ ] Visitor [ ] Contractor

## Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: am [ ]  pm [ ]

## Building Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #:

 (Building Name on or off campus) (If known)

**Please describe how the incident occurred. If more room is required, please attach a Word document to this report):**

**Please provide details of injury/illness, if any - (e.g. body part involved, cut, strain, bruise, illness, symptoms, etc.):**

 **1. Was medical treatment received because of this incident (injury)? [ ]** No  **[ ]** Yes If **YES**, please indicate type:  **[ ]**  Family physician  **[ ]**  Hospital
 **[ ]**  Other

**2. Did this incident (injury) cause you to miss time from work (faculty/staff) or from your studies (student) AFTER the incident (injury) date? [ ]  Yes [ ]  No**

 If **NO**, Sign and date Incident Report and provide to supervisors/manager **immediately. Please see NOTE** **below.**

 〉 If **YES,** provide the **first date** **(DO NOT INCLUDE INCIDENT DATE)** you missed work (faculty/staff) or time from your studies (student)?

 Please provide your regular days/hours of work [ie: Monday to Friday 8:15 to 4:30]

 〉 Have you returned to work (faculty/staff) or your studies (student)? [ ]  No [ ]  Yes What date?

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*NOTE:** Faculty/Staff who miss time from work **AFTER** submitting this Incident Report, are to advise their supervisor/manager. You are also encouraged to contact the University of Regina Healthy Workplace Advisor, Stuart Signarowski at (306) 337-3269 or by email at hwa@uregina.ca.

**SUPERVISOR/MANAGER SECTION**

STEP 2

This section MUST be completed by the supervisor/manager of individual directly involved in incident (Page 1) within 24 hours of incident/injury. Incident Reports submitted to Health and Safety without this section completed, will be returned to individual submitting Incident Report and may delay processing.

 **What do you believe was the cause of the unsafe incident indicated on Page 1 of the Incident Report?
What preventative measures and/or recommendations will be or have been taken to avoid a reoccurrence of this incident?**

###

##  Supervisor/Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  (Please print)

##  Supervisor/Manager Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **AVP/DEAN/DIRECTOR SECTION**

**STEP 3**

**Signature of AVP/DEAN/DIRECTOR**

Please provide any additional comments

AVP/Dean/Director Name:
 (Please print)
AVP/Dean/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit the completed Incident Report *BY EMAIL to Health & Safety ONLY!***

 **Email:** **Health.Safety@uregina.ca** **(306) 337-2370**