Incident Reporting Procedures


**Incident Report Form**

The Incident Report form is located at:
http://www.uregina.ca/hr/health-and-safety/incident-reporting-and-wcb

**Incident Reporting**

Any incident that involves injury to a person or damage to property, or had the potential to do so, must be reported to Health, Safety & Environment (HSE), within 24 hours of occurrence. The University of Regina’s Incident Report form must be completed for every incident, even if there were no injuries sustained. If the injured person is a student or visitor to Campus, the report form must still be completed. Injured employees must also notify their supervisor and if eligible complete a Workers’ Compensation Board (WCB) form.

**Purpose**

The purpose of incident reporting and investigation is to prevent a recurrence of the hazardous condition causing the event. It also ensures that the University meets regulatory requirements.

**Legislation**

Sections 22 and 29 of the Occupational Health and Safety Regulations require that certain incidents are recorded and investigated. Implementation of these procedures allows the University to meet and exceed these requirements. The University records all incidents and near misses to ensure that hazards are identified and steps are taken to minimize the risks associated with them.

*The Occupational Health and Safety Regulations*

Occupational health and safety program

22(1) Subject to subsection (2), an occupational health and safety program required by section 13 of the Act must include:

   (b) the identification of existing and potential risks to the health or safety of workers at the place of employment and the measures, including procedures to respond to an emergency, that will be taken to reduce, eliminate or control those risks;

   (h) a procedure for the investigation of accidents, dangerous occurrences and refusals to work pursuant to section 23 of the Act at the place of employment;

   (i) a strategy for worker participation in occupational health and safety activities, including audit inspections and investigations of accidents, dangerous occurrences and refusals to work pursuant to section 23 of the Act.

Investigation of certain accidents

29(1) Subject to section 30, an employer shall ensure that every accident that causes or may cause the death of a worker or that requires a worker to be admitted to a hospital as an
in-patient for a period of 24 hours or more is investigated as soon as is reasonably possible by:
(a) the co-chairpersons or their designates;
(b) the employer and the representative; or
(c) where there is no committee or representative, the employer.

(2) After the investigation of an accident, an employer, in consultation with the co-
chairpersons or their designates, or with the representative, shall prepare a written
report that includes:
(a) a description of the accident;
(b) any graphics, photographs or other evidence that may assist in determining the
cause or causes of the accident;
(c) an explanation of the cause or causes of the accident;
(d) the immediate corrective action taken; and
(e) any long-term action that will be taken to prevent the occurrence of a similar accident
or the reasons for not taking action.

Definitions

Incident is any occurrence resulting in injury, or that could have resulted in injury or property
damage if conditions were slightly different, and that occurs on, or under the authority of, the
University of Regina.

Injury is any illness or physical harm resulting from an incident.

Direct cause is the activity occurring immediately before an incident occurs. For example, the
direct cause of a broken wrist was slipping on the ice/snow in the parking lot.

Indirect cause is the set of circumstances leading up to an incident. For example, the indirect
cause of a broken wrist is from lack of ice/snow removal in the parking lot, rushing to vehicle
due to being late for an appointment, and inappropriate footwear for the winter conditions.

Preventive measures are the measures taken by the University and people involved in an
incident to minimize the chance of recurrence. For example, short term measures might be that
a call was placed to Work Control to sand/salt the area where ice build up was observed and
the person involved will wear appropriate footwear. Long term preventive measures may be
regular evaluation/inspection of area by Facilities Management to ensure ice/snow is removed
from the area.

Serious incident is any incident that requires assistance from an outside agency, such as
Emergency Services (Regina Fire Department, Regina Police Service, Emergency Medical
Services), that requires the person involved to obtain medical attention, or that causes property
damage in excess of $500.00.

Responsibilities

1. Vice-President (Administration) will:
   1.1 ensure that adequate resources are available to implement appropriate measures.
   1.2 ensure that the program is communicated to employees.
   1.3 require compliance with the procedures.
2. Deans, Associate Vice-Presidents, Directors, Department and Unit Heads will:
   2.1 ensure that the program is communicated to employees
   2.2 require compliance with the procedures.
   2.3 participate in hazard identification and take action to correct unsafe conditions.

3. Supervisors will:
   3.1 require compliance with the procedures.
   3.2 participate in hazard identification and take action to correct unsafe conditions.
   3.3 review all incidents and associated incident reports with the employee involved.
   3.4 ensure that the incident is reported to HSE within 24 hours of occurrence.

4. Employees will:
   4.1 comply with the procedure.
   4.2 report any conditions that could lead to unsafe conditions to their supervisor.
   4.3 provide a report and discuss all incidents with their supervisor.

5. University Health and Safety Committee will:
   5.1 monitor the adequacy and effectiveness of the procedures.
   5.2 monitor and recommend corrective actions as deemed necessary through evaluation of the incident report summaries.

6. Local Safety Committee will:
   6.1 monitor the adequacy and effectiveness of the procedures.
   6.2 monitor and recommend corrective actions as deemed necessary through evaluation of the incident report summaries.

7. HSE will:
   7.1 provide expertise and advice to all levels of management, employees and students on matters pertaining to hazard identification and control.
   7.2 review and investigate, as required, all incident reports submitted.
   7.3 ensure the procedure is kept current.
   7.4 provide an annual incident report summary to the University Health and Safety Committee and the Local Safety Committee’s.

### Information for Employees/Supervisors/Managers

If an employee suffers an **injury** while at work:

1. **If immediate medical attention is required, call 911.** Do not transport injured persons to the hospital – call 911 for an ambulance. Otherwise, seek medical attention as required.

2. Employees must report the incident to their supervisor immediately or as soon as possible.

3. The supervisor must call Campus Security (585-4999) immediately.

4. Following a serious incident, no person may alter the scene without the approval of HSE (585-5487 or 585-4776).

5. The supervisor and employee must complete an incident report form and when applicable a WCB form, including medical information. Fax (585-5232) or deliver forms to Human
Resources within 24 hours. Where supervisors are unable to fully complete the forms within 24 hours, the forms, with as much information as is available at the time, should be submitted with the remaining information to follow later.

6. The supervisor and employee must review the recommendations of corrective action with a focus on prevention of recurrence.

7. The employee, if an injury prohibits an immediate return to normal work activities, must inform their supervisor of the circumstances and may be required to report capabilities to their supervisor and continue to provide further written medical information to Pension & Benefits, Human Resources (337-3269). For privacy reasons, copies cannot be retained in units. Refer to the U of R Accommodation Policy.

8. During an absence from work, employees must report regularly to their supervisor regarding their return to work date and/or changes to work schedule. To ensure a safe return to work, an employee must provide medical evidence of capability to Pension & Benefits, Human Resources (337-3269). Refer to the U of R Accommodation Policy.

**NOTE:** Effective July 1, 2005, WCB can impose a fine of $1,000 to the UofR for failure to report to WCB within 5 days of employer awareness of an injury.