

Policy Name	INCIDENT AND INJURY REPORTING		
Policy #	605	Category	600: HEALTH & SAFETY
Steward	Manager, Human Resources	Date Approved	May 16, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is committed to ensuring the health, safety, and wellness of employees, learners, board members, and visitors through incident / injury prevention.

All incidents and / or injuries, near misses and property damage shall be reported and investigated to the extent warranted by their severity and pursuant to the policy below in an effort to eliminate, or control, hazards within the organization.

This policy provides a standardized requirement for incident / injury reporting and investigation procedures to ensure compliance with regulatory insurance and liability obligations, including, but not limited to, the *Saskatchewan Occupational Health and Safety Regulations, 2020* and *The Workers' Compensation Act, 2013*.

PRINCIPLES

1. Everyone in the workplace is legally responsible for health and safety.
2. Standardized incident reporting will provide the information for the employer (and / or academic supervisor) to be proactive in preventing incidents and reoccurrence.
3. All incidents / injuries that occur on College premises (including college-owned vehicles / CVA's) or while conducting College business or operations at another location must be reported.
4. Incident notification, investigation and reporting will be completed without undue delay.
5. Corrective actions from investigations will be implemented within a timely manner to ensure future health and safety of employees and learners and to prevent reoccurrence.

SCOPE

This policy applies to all employees, learners, board members, and visitors of Suncrest College.

DEFINITIONS

Employee – An individual who is engaged in the service of Suncrest College.

Contractor – A individual who is under contract by Suncrest College to perform work on company premises.

Learner – An individual enrolled in an educational program / course at the Suncrest College.

Incident – An event that causes or may cause injury. Types of incidents include: 1) Injury; 2) Serious Bodily Injury/Fatality/Hospitalization (*OHS Regulations, section 2-2*); 3) *Near Miss*; 4) Dangerous Occurrence (*OHS regulations, Section 2-3*); and, 5) Damage to Equipment/Property.

Injury- Any disease or impairment of physical or mental condition (*OHS Regulations, Section 1-2(2)*). Injuries can occur immediately from an incident or develop overtime after ongoing exposure.

Medical Aid - Includes services requiring the professional skills of a health care practitioner (i.e. doctor, nurse, chiropractor or physiotherapist and services provided at hospitals and health facilities).

Near Miss- An unplanned event that did not result in an injury or damage but had the potential to do so.

RESPONSIBILITIES

Supervisors

1. Immediately following an incident or injury, follow procedures set out in the First Aid Injury/Medical Incident Procedure.
2. If an incident or injury is involving an employee, complete and fill out Incident and Injury Notification Form with employee and submit form to humanresources@suncrestcollege.ca.
3. If an incident or injury is involving a student, review Incident and Injury Notification Form with Instructor and send form to appropriate Chair and humanresources@suncrestcollege.ca.
4. Assist with investigation of incident.
5. Report all serious incidents to Executive.

Instructors

1. Immediately following an incident or injury, follow procedures set out in the First Aid Injury/Medical Incident Procedure.
2. Complete and fill out Incident and Injury Notification Form with student and submit form to supervisor for review.
3. Assist with investigation of incident as required.

Employees

1. Immediately following an incident or injury, follow procedures set out in the First Aid Injury/Medical Incident Procedure.
2. Report all incidents to supervisor immediately and fill out Incident and Injury Notification Form with supervisor.
3. If outside medical aid is needed following an incident, notify HR, so that required employer WCB documentation can be completed.

Students

1. Report all incidents to instructor or program staff immediately and fill out Incident and Injury Notification Form with instructor.

Occupational Health and Safety Committee Members

1. Assist Safety Team in investigations of all employee incidents when needed.
2. Give notice to the Division as soon as is reasonably possible of every accident at a place of employment that:
 - causes or may cause the death of a worker; or
 - will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.
3. Communicate all incident causes and corrective actions to supervisor, instructor (if applicable), and injured employee / student and follow-up on corrective actions.
4. Discuss all employee incidents with Occupational Health and Safety Committee (OHC) at committee meetings.

Human Resources

1. Document and report all incidents in Incident Reports and Reporting and update OH&S or Student Incident & Injury Reporting Tracking Sheet”.
2. In collaboration with the Safety Team, determine and complete a Worker’s Compensation Form called **Employer’s Initial Report of Injury (E1)**, if required.
3. In collaboration with the Safety Team, gather information from payroll regarding time loss data, if needed.
4. In collaboration with the Safety Team, submit all required documentation to Workers’ Compensation.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Saskatchewan Occupational Health and Safety Regulations, 2020

The Workers’ Compensation Act, 2013.

Collective Bargaining Agreement- Article 21: Safety & Health

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Incident / Injury Reporting Form

Saskatchewan Government Services CVA Accident Report