



# Safety Administrative Procedure

## Incident Reporting

**Prepared by:** Gordon Hood, Coordinator Health, Safety and Environment

**Approved by:** Jody Boulet, Acting City Manager

**Signature:**  **Procedure No:** 9.2

**Effective:** August 31, 2018 **Replaces:** August 11, 2018

When an employee advises their manager or supervisor of a work related incident, the following procedures must be followed:

1. The employee will complete the Employee sections of the City of Prince Albert Investigation Report.
2. The manager will investigate the incident and complete the manager section of the investigation report. If the incident is an immediately reportable incident, the manager will immediately contact the Coordinator-Health Safety and Environment or designate.
3. The manager will forward the completed Investigation Report to the Coordinator Health, Safety & Environment within 48 hours of the injury/incident unless notification has been made previously.
4. The Coordinator Health, Safety & Environment will review the documentation, complete additional follow up if required and forward the Investigation Report to the Department Head for review and remarks.
5. The Department Head will forward the Investigation Report to the Secretary of the OH&S Committee within three days of receipt who in turn will forward it onto the Co-chairs of the Occupational Health & Safety Committee for review and remarks.
6. The OH&S Co Chairs will forward the completed Investigation Report back to the Secretary of the OH&S Committee who will forward a completed copy onto Human Resources.
7. Human Resources will retain a copy of the completed form.
8. On a quarterly basis the Coordinator will provide a summary to managers of the type of incidents occurring and the timeframe that they were reported for all City operations.

9. On an annual basis, the Coordinator Health, Safety & Environment will audit completed and returned forms against the initial forms to ensure all Investigation Reports are properly accounted for and complete a report to council.

**Additional procedures if medical aid is required:**

- a. Arrange for the medical attention by either calling ambulance or taking the injured individual to the hospital.
- b. Report the accident to the OH&S hotline @ 306-953-4348.
- c. Provide the injured employee a Modified Work information package for them to take to their medical practitioner. The completed Modified Work Form is to be returned to the Manager if the injured employee will require time off or modified work as a result of the workplace injury. The injured employee is also required to provide a medical note from their physician to support any time off.
- d. Within 24 hours of the employee attending seeking medical attention, the Manager of the injured employee will need to contact Human Resources to see if the employee's physician has completed and faxed the Modified Duties Form. If the form has not been received, the Manager will need to contact the injured employee to inquire about the status of the form. The Manager can direct the employee to return to the physician's office to have the form completed and returned to the City.
- e. The Manager will need to repeat step d until the completed Modified Duties Form is returned. The Manager will need to be considerate of the nature/severity of the employee's injury when making repeated calls.
- f. If the Modified Duties Form indicates the employee is capable of performing modified duties, it is the responsibility of the Manager to provide these. Contact Human Resources for assistance.
- g. The Manager and injured employee will complete the Sections A, B, C and E of the E1 and W1 Workers' Compensation Forms. It is critical these forms be submitted to WCB within **five** days of the injured employee seeking medical attention and as such should be received by Human Resources within 48 hrs. You do not need to complete Section D on the E1 form as Payroll Services will complete this section.
- h. If the employee is unable to complete the W1 form due to their injury the manager will complete the E1 form and drop it off at Human Resources. The worker will complete the W1 form as soon as possible and give it to the manager. The manager will then drop the completed W1 form off at Human Resources. The E1 form must be completed and dropped off at Human Resources within 48 hours even if the W1 form has not been completed.

- i. All completed forms are to be dropped off at Human Resources. Do not use Interoffice Mail as it can delay the five day reporting timeframe.

**If the Injury does not require the employee to seek immediate medical attention:**

- a. The Manager/supervisor needs to advise the employee that if their condition changes and the employee will be seeking medical attention at a later date to inform the manager prior to going to the physician or if it is an emergency, immediately after they have sought medical attention.
- b. If the employee's condition changes and they indicate they will be seeking medical attention, provide the employee with a Modified Work Package to bring to their physician. Advise the employee that the completed medical information needs to be returned along with any doctor's medical note.
- c. Within 24 hours of the employee attending seeking medical attention, the Manager of the injured employee will need to contact Human Resources to see if the employee's physician has completed and faxed the Modified Duties Form. If the form has not been received, the Manager will need to contact the injured employee to inquire about the status of the form. The Manager can direct the employee to return to the physician's office to have the form completed and returned to the City.
- d. The Manager will need to repeat step c until the completed Modified Duties Form is returned. The Manager will need to be considerate of the nature/severity of the employee's injury when making repeated calls.
- e. If the Modified Duties Form indicates the employee is capable of performing modified duties, it is the responsibility of the Manager to provide these. Contact Human Resources for assistance.
- f. The Manager and injured employee will complete the Sections A, B, C and E of the E1 and W1 Workers' Compensation Forms. It is critical these forms be submitted to WCB within **five** days of the injured employee seeking medical attention and as such must be received by Human Resources within 48 hrs. Section D on the E1 form does not have to be completed as Payroll Services will complete this section.
- g. Completed forms are to be dropped off at Human Resources. Do not use Interoffice Mail as it can delay the five day reporting timeframe.

**On-going Medical Reporting:**

- a. Updated physician's notes and/or WCB Progress Report Information are to be forwarded to Human Resources.
- b. Human Resources will contact the Manager and update the Manager with any changes. Human Resources will forward the completed Progress Report information to WCB.

- c. For employees on a Modified Work program, Human Resources and the Manager will review the medical information and make any necessary adjustments to the employee's modified work schedule.

**Lost-Time Reporting Pay Information to WCB:**

- a. Human Resources will forward the WCB – E1 form to Payroll Services for completion of Section D information on wages.
- b. Payroll Services will complete Section D on the E1 form and return the completed form to Human Resources.
- c. Human Resources will submit the completed E1 form with wage information to WCB.
- d. Supervisors/managers will develop a process with the injured worker to ensure regular and constant communication.