

Safe & Well Waypoint

INCIDENT REPORTING

BACKGROUND: Employees should complete an incident report promptly while the details of the event are easy to remember. In nearly every case this means submitting an incident report via our SPIRiT system before the end of shift. Developing a habit to report an incident immediately after an incident/injury happened ensures that the individual “gets it right”, while the details are still fresh, and therefore has the most impact

WHY IS REPORTING IMPORTANT?

Reporting hazards, injuries and incidents to your supervisor is a fundamental element of the internal responsibility system (IRS). It is a matter of prevention. If a hazard is identified, our goal is to prevent it from causing harm. If an incident or injury has occurred, then our goal is to prevent it from happening again.

Incident reporting demonstrates a commitment by the individual to their colleagues and clients (patients) safety. Reporting incidents and injuries also demonstrates a commitment to continuous improvement. Staff who report incidents, unsafe conditions or inefficiencies pave the way to improved working conditions.

BENEFITS OF REPORTING

Employers and workers benefit from each incident that is reported because:

- The immediate cause(s) of the event (hazards) can be identified and then corrected or removed promptly;
- Corrective action plans developed after the reported incident can help reduce the potential for reoccurrence or future incidents;
- Reporting minor injuries may identify improvement opportunities which could ultimately prevent serious incidents;
- Workers have the opportunity to receive appropriate care after an injury;
- Employers are able to notify outside agencies in a timely manner (WSIB, Ministry of Labour);
- Workers protect their entitlement to WSIB (compensation) benefits; and
- The data produced by the incidents reported help the organization and the JHSC identify gaps in our standards and practices.

(Policy Reference: Staff Incident Investigation, Reporting and Follow-up Policy and Workplace Safety & Insurance Board (WSIB) Claims Management)

NEXT:

Stay tuned for future communications as we explore how to report hazards and challenges with non-reporting.