

Safe & Well Waypoint

EMPLOYEE INCIDENT REPORTING

BACKGROUND: Incidents must be reported to Manager/Supervisor prior to report submission. It is the Manager/Supervisor's responsibility (once incident is reported and submitted) to investigate (including the identification of root causes), follow-up and close incident files.

NOTIFICATIONS

1. Once an incident report is submitted in SPIRiT, an electronic notice is sent to all stakeholders (i.e. Managers, Supervisors, Directors, Senior Leaders, and the H&S Department)
2. Managers/Supervisors have the responsibility for investigating the circumstances of the incident, and adding appropriate follow-up into the SPIRiT file including mitigation strategies
3. SPIRiT file access may need to be provided to others as required, or following consultation with the H&S Department. Some incidents types have restrictions to access based on the type of incident reported (i.e. incidents submitted as confidential are restricted). The H&S Department has the ability to view and provide additional access to parties as needed

RESPONSE BY INCIDENT SEVERITY

(Hazard, First Aid, Health Care, Lost Time and Critical)

All Severity Levels

- Goal is to investigate, respond and mitigate the hazard within 72 hours
- Incident data is used to produce reports for JHSC, corporate statistical and quality reports, scorecard dashboard and Ministry of Labour (MOL)

Health Care, Lost Time and Critical

- WSIB Injury Claim form (Form 7) will be submitted within 72 hours by the H&S Department on behalf of the employee. Reminder that a failure to report incident in a timely manner may result in delays in the WSIB benefit decision making process
- Injury Notification is reported to the JHSC and OPSEU within 4 days of employee reporting incident in SPIRiT



Critical

- Incidents are reported immediately to MOL, JHSC, and other stakeholders as required in the Critical Incident Response Flow Process
- Investigation report developed by H&S Department (including JHSC worker rep) is provided to the MOL within 48 hours

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

NEXT:

Stay tuned for future communications as we explore JHSC inspections and reports