

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
INCIDENT / INJURY REPORTING AND INVESTIGATIONS	OPR D-29	APPROVED: MAY 13, 2014 REVIEWED: May 4, 2021

## POLICY

This policy serves to define the Parkland College’s incident/injury reporting and investigation procedures for compliance with *The Saskatchewan Occupational Health and Safety Regulations, 2020* and *The Workers’ Compensation Act, 2013*.

All incidents and/or injuries, near misses and property damage shall be reported and investigated to the extent warranted by their severity and, as outlined in this policy below.

## DEFINITIONS

**Employee** – A worker in an occupation in the service of Parkland College.

**Contractor** – A worker who is under contract by the Parkland College to perform work on company premises.

**Student** – A person enrolled in an educational program at the Parkland College.

**Incident** – An event that causes or may cause employee injury or damage to equipment, environment or property.

**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).

## KEY PRINCIPLES

- Supervisors are ultimately responsible for ensuring the health and safety of employees.
- Employees are responsible for personal workplace health and safety.
- Standardized incident reporting will provide the information for the employer to be proactive in preventing incidents and reoccurrence.
- Incident notification, investigation and reporting will be completed without undue delay.
- Corrective actions from investigations will be implemented within a timely manner to ensure future health and safety of employees.

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## **RESPONSIBILITIES**

### **Supervisors**

1. Immediately following an incident or injury, follow procedures set out in the First Aid Injury/Medical Incident Procedure (pending).
2. If an incident or injury is involving an employee, complete and fill out Incident and Injury Notification D-29.1 Form with employee and submit form to [safety@parklandcollege.sk.ca](mailto:safety@parklandcollege.sk.ca).
3. If an incident or injury is involving a student, review Incident and Injury Notification D-29.1 Form with Instructor and send form to [safety@parklandcollege.sk.ca](mailto:safety@parklandcollege.sk.ca).
4. Assist Safety Team with investigation of incident.

### **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 D-29.1 Form with student and submit form to supervisor for review.
3. Assist Safety Team with investigation of incident.

### **Employees / Contractors**

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 D-29.1 Form with supervisor.
3. If outside medical aid is needed following an incident, please notify Safety Team or 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 D-29.1 Form with instructor.

### **Safety Team**

1. Lead investigations of all incidents.
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

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- will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.
3. Document and report all incidents in “Incident Reports and Reporting” and update “OH&S Incident & Injury Reporting Tracking Sheet” or “Student Incident & Injury Reporting Tracking Sheet” in Safety Team on Google Drive.
  4. Communicate all incident causes and corrective actions to supervisor, instructor (if applicable) and injured employee/student and follow up on corrective actions.
  5. Report all serious incidents to Executive.
  6. Discuss all employee incidents with Occupational Health and Safety Committee (OHC) at committee meetings.

#### **Occupational Health and Safety Committee Members**

1. Assist Safety Team in investigations of all employee incidents when needed.
2. Discuss all employee incidents with Occupational Health and Safety Committee (OHC) at committee meetings.

#### **Human Resources**

1. In collaboration with the Safety Team, determine and complete a Worker’s Compensation Form called **Employer’s Initial Report of Injury (E1)**, if required.
2. In collaboration with the Safety Team, gather information from payroll regarding time loss data, if needed.
3. In collaboration with the Safety Team, submit all required documentation to Workers’ Compensation.