

## **SAMPLE INCIDENT REPORTING - POLICY**

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### **PURPOSE**

To ensure appropriate attention to employee incidents and the identification of risk issues for employees; to identify areas for improvement by monitoring, tracking and evaluating these incidents.

### **POLICY**

All First Nations Health Organization employee incidents shall be reported, recorded and investigated promptly.

All employees working with the First Nations Health Organization shall receive prompt medical treatment for an injury or incident.

Employees shall be required to notify program management of any incident within 24 hours.

### **POLICY APPLICATION**

Program management will investigate the incident and report it to the Worker's Compensation Board within the designated time guidelines and using the appropriate forms. Where appropriate, a course of action will be identified as per legislative requirements. Program management may face legal and financial consequences for incidents that are not reported.

Program management will collect information on the types of incidents and trends. All incidents will be reviewed on a regular basis, or at least quarterly. All incidents should be dealt with as soon as possible or immediately following the incident.

Employees will learn of:

- The processes and procedures related to incidents and incident reporting, as well as health and safety monitoring
- Types of incidents that should be reported
- The time frames in which incidents must be reported
- Any protective devices that are required for specific tasks

On-going training programs will be held for employees to review incident reporting practices and changes in legislation.

All incidents are reported and recorded using an incident reporting form. These forms are always completed in ink. Permanent records of any incidents will be kept on each employee person's file.

All employees who experience an incident will be assessed for early return to work. Modified work programs will be offered to employees who are injured on the job.

Program management employees should establish a committee to oversee health and safety issues as per legislative requirements. It may be most effective to establish this committee in partnership with other health and social services programs.