



# Reporting Work Related Injuries and Incidents

<b>Procedure:</b>	Reporting work related injuries and incidents
<b>Policy reference:</b>	Resident Health and Safety
<b>Contact:</b>	PGME Coordinator, Policies & Procedures 306-966-6145
<b>Last update:</b>	2018/2023

## PURPOSE

To establish the procedure for reporting the work-related injuries in accordance with the [Workers' Compensation Act 2013](#).

This policy is being written in accordance with the [CanRAC accreditation requirements](#)

## INTRODUCTION

The Saskatchewan Worker's Compensation Board (WCB) requires all Saskatchewan employers to report injuries to the WCB within five days of being aware of an injury as per [The Worker's Compensation Act 2013](#). Failure to report such an incident after receiving notice or knowledge of the injury may result in fines plus the cost associated with the claim.

## SCOPE

All Residents, faculty, and staff in residency training programs at the College of Medicine, University of Saskatchewan.

## RESPONSIBILITIES

Residents must report when involved in an incident that results in injury while at work or if they are involved in any event that could have injured someone, but did not (dangerous occurrence, near miss, near accident).

Residents are University of Saskatchewan employees working within the Saskatchewan Health Authority therefore both organizations must be made aware of safety incidents. Residents must report injuries to [University of Saskatchewan Safety Resources](#) directly or through the [Online Resident Reporting Tool](#). When a Resident submits a safety incident report, the report will connect USASK Safety Resources, the SHA, and PGME together to ensure all Resident safety reports are managed effectively.

When a Resident completes the safety incident report, they must identify who their supervisor was at the time of the incident. If the supervisor is not listed on the form, the Resident can select their Program/Site Director as the supervisor. The Resident should identify who the actual supervisor was within the 'description' section of the online report.



As the employer, the University of Saskatchewan must report injuries/incidents to the Workers Compensation Board.

It is the supervisor's responsibility to report all workplace incidents to Safety Resources within 24 hours. Supervisors can refer to the [USask Workplace Incident Reporting - Supervisor Responsibilities](#) information online.

## SPECIFIC PROCEDURE

In the event of a Resident is injured or involved in an incident at work, the Resident must:

1. Seek medical attention immediately as required
2. Identify themselves as a University of Saskatchewan employee to the healthcare provider so that appropriate paperwork can be completed initially
3. Report the incident immediately to the supervisor they are working with at the time
4. Follow the incident reporting requirements

## INCIDENT REPORTING REQUIREMENTS

The Resident must determine if medical treatment is required.

### ➤ If No – Within 24-Hours:

- First aid may be administered if needed but no follow-up medical care is required
- Resident must complete the online Safety Incident Report in [PAWS](#) (NSID is required)

### ➤ If Yes – Within 1-2 Days:

#### 1) Incident

- Resident receives medical treatment by a medical provider
- Supervisor ensures the employee has the [Injured Worker Assessment \(IWA\) form](#) with them to be completed by the medical provider
- Supervisor notifies [wcb.support@usask.ca](mailto:wcb.support@usask.ca) of injury as soon as possible
- Resident, with the assistance of their supervisor or on-call attending, reports the incident to their Program Director and Chief Resident

#### 2) Resident

- Returns the IWA to supervisor immediately after medical treatment is attained
- Sends a copy of the Incident Report to the Program Director
- Completes the Online Safety Incident Report in [PAWS](#) (NSID is required)
- Completes a **W1** form (WCB Worker's Initial Report of Injury)

#### 3) Supervisor

- for non-emergencies, the employee is required to see a healthcare provider on the day of the injury. Provide them with a [USask Injured Worker Assessment \(IWA\) form for the healthcare provider](#) to identify any work restrictions/limitations due to the injury. The employee is to return this form back to you to submit with the WCB forms (E1 & W1) noted
- Completes an **E1** form (WCB Employer's Initial Report of Injury)
- Forwards both **E1 and W1** to [wcb.support@usask.ca](mailto:wcb.support@usask.ca)
- Forwards a copy of both **E1 and W1** forms to the [PGME Office](#)
- Responds to the online Safety Incident Report



#### 4) Medical Provider

- Authorizes Return to Work (RTW)  
**OR**
- Identifies limitations, gradual RTW, lost-time injury

#### 5) Program Director

- Works with Safety Resources/WCB Support team/PGME to facilitate a safe RTW

#### 6) PGME

- Ensures ConnectionPoint is aware of any pay actions

#### ➤ Within 3 Days:

#### 7) Safety Resources-WCB Support Team

- completes incident follow-up

#### 8) Workers Compensation Board

- Assesses injury claim
- Forwards decision to employee and Safety Resources-WCB Support Team who manages the claim on behalf of the University of Saskatchewan

## REFERENCES & CONTACTS

### USASK:

- USASK Injury Prevention/WCB Specialist: Tel: (306) 966-8881
- WCB Support Team: [wcb.support@usask.ca](mailto:wcb.support@usask.ca) (Ph: 306-966-8707; Fax: 306-966-8394)
- ConnectionPoint: [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca) (Ph: 306-966-2000)
- [University of Saskatchewan Safety Resources](#): [safetyresources@usask.ca](mailto:safetyresources@usask.ca)
- [PGME Resident Health & Safety Policy](#)
- [PGME Online Resident Reporting Tool](#)
- [PGME Office](#): 306-855-8555

### WCB:

- The Worker's Compensation Board (WCB): [forms@wcbsask.com](mailto:forms@wcbsask.com) (Fax: 1-888-844-7773)
- [Workers' Compensation Act 2013](#)