

Sample Incident Reporting Procedure for New Brunswick workplaces

The following is a sample Incident Reporting Procedure developed by WorkSafeNB. For this sample, the workplace is a fictional organization called ABC Widget Company. Every New Brunswick organization differs in needs and requirements. All New Brunswick workplaces have responsibilities under the *Occupational Health and Safety Act*. Organizations insured under the *Workers' Compensation Act* have further obligations. Please customize your incident reporting procedure to your workplace. Learn more about incident reporting and return-to-work requirements and best practices at worksafenb.ca.

Tips:

- Include your JHSC and/or health and safety representative in the development and changes of this procedure.
- Clarify procedure, in steps, for two groups: general employees and supervisors and managers.
- Provide helpful links to forms and more information.
- Regularly share this procedure with staff.
- Educate employees on this procedure during orientation.
- Regularly update your procedure.
- Encourage employees to download the [WorkSafeNB Guide to OHS Legislation](#) app, which provides detailed information on incident reporting and more.
- Supplement this procedure with a Return-to-Work Procedure. [See sample](#).
- Share WorkSafeNB's *Working to Well* resources, including [online guide](#) and [toolkit](#), (for healthy and safe return to work) with your supervisors and managers.
- Download or [order by email](#) the *When An Accident Happens* [poster](#) and [pocket cards](#). Post your Incident Reporting Procedure with the poster.



ABC Widget Company's Incident Reporting Procedure

Updated: February 2, 2021

Incidents include **injuries, illnesses, property damage** and **close calls**. Our incident reporting procedure helps ensure employees who become ill or are injured from our workplace get appropriate care and support. It also helps us record and track incidents to help us manage and improve prevention measures. Our procedure aligns with New Brunswick's *Occupational Health and Safety Act* and *Workers' Compensation Act*. If you have questions or need clarification, please approach your supervisor or manager. You may also reach out to our JHSC or health and safety representative.

EMPLOYEE PROCEDURE

1. Get first aid immediately if required.
2. Report the incident to a manager or supervisor as soon as possible. If you can't report it because of the nature of the injury or illness, another employee must promptly report the incident to a manager or supervisor.
3. Complete ABC Widget Company's *Incident Report Form* with your supervisor or manager and sign the form before leaving the workplace. If you're not able to do so before leaving, complete the form as soon as possible.
4. If you seek medical treatment beyond first aid for a workplace injury or illness (example: from a hospital or your family doctor), let the health care provider know your injury or illness is work-related. They will give you a *Medical Form 8-10*, which will describe your work capabilities. Give this to your supervisor or manager as soon as possible. This valuable information helps you and your supervisor or manager develop next steps in your recovery.
5. If you wish to seek workers' compensation benefits for medical treatment, wage loss replacement, or both, complete and submit WorkSafeNB's [Application for Workers' Compensation Benefits](#). Please read the instructions carefully on the first page to help ensure you experience little to no delay.
6. The ABC Widget Company is committed to return-to-work and stay-at-work practices. We will work collaboratively with you and your doctor or other health-care provider to provide safe and appropriate work as soon as possible. If you are not able to work, however, because of the workplace-related injury or illness, you must stay connected to your supervisor or manager. We also encourage you to stay connected to colleagues, who can support you throughout the recovery.

EMPLOYER/SUPERVISOR/MANAGER PROCEDURE

1. Immediately provide first aid by a qualified first aid provider and ensure there is no immediate danger to others.
2. Arrange additional medical treatment for the employee if necessary. Provide emergency transportation, if needed, and record any treatment.
3. Notify additional rescue/response teams if necessary.
4. Immediately notify [WorkSafeNB](#) at 1 800 999-9775 (as well as our JHSC and/or health and safety representative) if the incident involves:
 - a. Loss of consciousness
 - b. An amputation
 - c. A fracture other than a fracture to fingers or toes
 - d. A [burn that requires medical attention](#)
 - e. Loss of vision in one or both eyes
 - f. A [deep laceration](#)
 - g. Admission to a hospital facility as an in-patient
 - h. Death
 - i. An accidental explosion or [exposure to a biological, chemical or physical](#) agent in the workplace
 - j. A [catastrophic event or equipment failure](#) in the workplace that resulted or could have resulted in an injury
5. Complete ABC Widget Company's *Incident Report Form*. This lets us track incidents to help us manage and develop appropriate safety measures for our workplace.

If the employee is injured or becomes ill from this incident, requiring time away from work or medical treatment beyond first aid, please continue to step 6. If not, follow up with the employee on a later date to ensure there is no pain or complications after the incident.

6. Complete the [Employer Report of Injury or Illness](#) to WorkSafeNB within three days of the: date of the accident if the injury or illness may entitle the worker and/or their dependent(s) to wage replacement or medical treatment; date the employee is diagnosed with an occupational disease; or date you are notified of the accident/injury or illness by the employee.
7. Advise the employee of their right to apply for workers' compensation benefits and means to do so.
8. Provide return-to-work options as soon as safely possible. Use the *Medical Form 8-10* (to be provided by your employee from their doctor or other health care provider), to develop safe options. This form describes the employee's capabilities. For example, you may choose modified work tasks, reduced hours or flexible scheduling. The ABC Widget Company is committed to return-to-work and stay-at-work practices. If you need any help on providing safe options, please contact our HR department.
9. If the employee is unable to work in any capacity because of the workplace-related injury or illness, you must maintain regular contact with them. Log calls and other interactions. Encourage other staff members to stay connected to the employee and keep your employee included in social functions.

COMMUNICATION AND EVALUATION

The ABC Widget Company is committed to education and evaluation to help ensure effectiveness and ongoing improvement of this procedure.

- The ABC Widget Company will communicate these procedures to all managers, supervisors and employees through training sessions, bulletin board posting, Intranet and health and safety committees (departmental and JHSCs).
- We will share this procedure to all new employees at their orientation.
- Supervisors and managers will provide additional coaching to employees as needed.
- Supervisors and managers will monitor compliance regularly as part of the company's overall OHS system review.
- The employer will review this procedure annually to ensure effectiveness and compliance.