



POLICY NAME:
Incident Reporting Policy
POLICY AREA: Human Resources

POLICY NO: HR26-02
APPROVAL DATE: April 6, 2026
LAST UPDATED:

POLICY STATEMENT

1. The Town of Tisdale is committed to maintaining a safe workplace by ensuring all incidents, near misses, and hazards are reported promptly, investigated thoroughly, and addressed appropriately. All workers have a duty to report incidents in accordance with OH&S requirements and municipal procedures.

PURPOSE

2. The purpose of this policy is to establish a standardized process for reporting, documenting, and investigating workplace incidents, near misses, and hazards in accordance with the principles of *The Saskatchewan Employment Act* and applicable Occupational Health and Safety (OH&S) regulations.
3. This policy aims to:
 - a. Promote a safe and healthy work environment
 - b. Ensure timely reporting and response to incidents
 - c. Prevent recurrence through proper investigation and corrective action
 - d. Ensure compliance with legislative requirements

SCOPE

4. This policy applies to:
 - a. All municipal employees (full-time, part-time, casual, and seasonal)
 - b. Contractors under the Town's Worker's Compensation Board Account
 - c. Volunteers performing work on behalf of the Town
 - d. All municipal workplaces, facilities, vehicles, and worksites

DEFINITIONS

5. **Incident** - Any unplanned event that results in, or could have resulted in:
 - a. Injury or illness
 - b. Property or equipment damage



- c. Environmental harm
 - d. Operational disruption
6. **Near Miss** - An event that did not result in injury or damage but had the potential to do so.
7. **Hazard** - Any condition or activity with the potential to cause harm.

RESPONSIBILITIES

Employees

8. Employees shall:
- a. Report all incidents, near misses, and hazards immediately to their supervisor
 - b. Complete required incident report forms as soon as possible (preferably within 24 hours)
 - c. Cooperate fully in incident investigations
 - d. Take reasonable care to protect their own health and safety and that of others

Supervisors

9. Supervisors shall:
- a. Ensure immediate response to incidents, including first aid or emergency services
 - b. Report serious incidents to senior administration without delay
 - c. Conduct or initiate incident investigations
 - d. Ensure corrective actions are implemented
 - e. Maintain proper documentation and records

Chief Administrative Officer (CAO) / Administration

10. Administration shall:
- a. Ensure compliance with OH&S legislation and reporting requirements
 - b. Report notifiable incidents to provincial authorities where required
 - c. Maintain incident records and documentation
 - d. Review trends and recommend safety improvements
 - e. Provide training on incident reporting procedures

Occupational Health & Safety Committee / Representative



11. The OH&S Committee shall:

- a. Participate in investigations where required
- b. Review incident reports and trends
- c. Make recommendations to improve workplace safety

Reporting Requirements

12. Immediate Reporting - The following must be reported immediately to a supervisor:

- a. Injuries requiring medical attention
- b. Serious incidents (e.g., hospitalization, structural failure, fire, explosion)
- c. Dangerous occurrences

13. Written Reporting

- a. All incidents and near misses must be documented using the approved Incident Report Form
- b. Reports should be completed within 24 hours of the incident
- c. Supervisors must review and submit reports to Administration

14. Incident Investigation

- a. All incidents shall be investigated to determine root cause(s), not to assign blame
- b. Investigations shall be conducted promptly
- c. The level of investigation shall correspond to the severity of the incident
- d. Corrective actions must be identified and implemented

Corrective and Preventive Actions

15. Identified hazards must be addressed in a timely manner. Corrective measures may include:

- a. Changes to procedures
- b. Additional training
- c. Equipment repair or replacement
- d. Policy or operational updates



Record Keeping

16. All incident reports and investigation records shall be securely maintained and shall be retained in accordance with municipal record retention policies and legislative requirements

Confidentiality

17. All incident reports shall be treated confidentially and used solely for safety improvement, legislative compliance, and risk management purposes.

Training and Awareness

18. The Town shall ensure:
 - a. Employees are trained on incident reporting procedures
 - b. Supervisors are trained in incident investigation
 - c. Ongoing awareness of workplace safety responsibilities

Compliance

19. Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with municipal policies.

Review

20. This policy shall be reviewed periodically or as required to ensure continued compliance with OH&S legislation and best practices.

Effective Date

21. This policy shall come into effect upon adoption by Council.



Town of Tisdale Incident Report Form

SECTION 1: GENERAL INFORMATION

Date of Report: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Department: _____

Reported By (Name & Position): _____

SECTION 2: PERSON(S) INVOLVED

Injured Person Name: _____

Position: _____

Employment Type: Full-Time Part-Time Casual Contractor Volunteer

Other Individuals / Witnesses:

Name

Position

Contact Information

SECTION 3: INCIDENT DETAILS

Type of Incident:

Injury / Illness

Near Miss

Property Damage

Vehicle Incident



Environmental Spill

Other: _____

Description of Incident:

What was the employee doing at the time?

Equipment / Materials Involved:

SECTION 4: INJURY INFORMATION

Type of Injury: _____

Body Part Affected: _____

First Aid Provided: Yes No

Medical Treatment Required: Yes No

Was time lost from work? Yes No

SECTION 5: IMMEDIATE ACTION TAKEN

SECTION 6: ROOT CAUSE

Unsafe Act

Unsafe Condition

Equipment Failure

Lack of Training

Environmental Conditions



Procedure Not Followed

Root Cause Summary:

SECTION 7: CORRECTIVE ACTIONS

Action Required	Responsible Person	Deadline	Completed (Y/N)
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SECTION 8: NOTIFICATION & REPORTING

Supervisor Notified: Yes No

Date/Time Notified: _____

SECTION 9: SIGNATURES

Employee / Person Reporting (Name): _____

Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____