

Subject: Incident Reporting	Date Approved: August 14, 2008
Approved by: Executive Director	Date Revised: November 11, 2014 May 22, 2010
Specific to: All staff, Board of Directors and Volunteers	Next Review Date: September 2017

POLICY:

As per the Occupational Health & Safety Act (OH&S), any incident that results in an injury, potential for injury, or threat to safety of staff must be immediately documented through the completion of an “Incident Report”. Incident Reports will be reviewed by the Executive Director and/or Designate.

PROCEDURE:

- It is the responsibility of the team member to complete the Incident Report (attached) if they witness, or are the party in an incident that causes injury, has the potential to cause injury to a staff member or is a threat to staff safety.
- In the event of an injury where modified work is required in order for the team member to return to work, such modified duties shall be available to the team member, as long as they are able to work safely under restrictions given to the injured team member by a physician. These restrictions shall be documented in the form of a doctor’s note, which will be given to North Perth Family Health Team (NP FHT) and filed in the team member’s medical file, along with a copy of the completed incident form.
- One copy of the Incident Report is given to the Executive Director and/or Designate and the team member will keep one copy. In the event of more than one team member involved in the incident, each team member should keep a legible copy.
- Following an incident, the team member will be provided with an opportunity to debrief with the Executive Director and /or Designate for support.
- The Executive Director will forward all information about the incident, including the completed incident form, to the Joint Health and Safety Committee for assessment and corrective action measures. The corrective action(s) shall be documented with a completion date on the incident form.
- In the event that the incident was the result of a client’s behavior or threats, an assessment meeting will be held within three (3) working days of the incident and shall include the Joint Health and Safety Committee. The purpose of the assessment meeting is to develop an appropriate action plan to ensure staff and client safety.
- Staff and visitor/patient incidents will be monitored and reported quarterly to the Board.



**185 Inkerman Street, East
Listowel, ON N4W 2N1
T: (519) 291-3125
F: (519) 291-6028**

The form can be accessed by pushing the “control” button while clicking on the following link:

<X:\departments\NPFHT\FHT Forms\Staff-Admin Forms\Form - Incident InvestigationForm2010.doc>