



**\*NEW\*** Incident Reporting Protocol

**Who:** Applies to all staff.

**When:** Anytime there is an **incident** or **near-miss** at work that has (or could have) resulted in injury or property damage.

**Incident:** An event or condition arising during the course of work that resulted in or could have resulted in injury, illness, or damage to property.

**Near-miss:** An event that had the potential to harm or injure or create property damage.

**What:** A guide to completing required forms related to an incident in ASDN.

**Why:** Incident reporting is a legal requirement, but it also serves to prevent repeat incidents from happening, promotes a safe work environment by addressing gaps identified during incident investigations, and can result in a reduction in lost time incidents and associated costs.

**Where:**

**...Can I find the forms?**

- ➔ Print copies of **ASDN Incident/Near-Miss report** and **WorkSafeNB Form S6W** must be available to employees (i.e., in office, staff room, JHSC board, etc.)
- ➔ Where to find copies electronically:
  - a. **ASDN Incident/Near-Miss report** – can be found on the Shared Drive [ASDN Incident/Near-Miss report](#) or on the ASDN website at [ASDN Incident/Near-Miss report](#)
  - b. **ASDN Incident/Near-Miss Investigation** – only available on the Shared Drive [ASDN Incident/Near-Miss Investigation](#)
  - c. **WorkSafeNB Form S6W: “Application for Workers Compensation Benefits”** - <https://www.worksafenb.ca/Employee-reporting-form>
  - d. **WorkSafeNB Form S7E: “Employer Report of Injury or Illness”** - <https://www.worksafenb.ca/Employer-reporting-form>

**...Do I send completed forms?**

Form	Who is responsible?	Where to send completed copy
ASDN Incident/Near-Miss report	Employee	Stephen McAllister, OHSC, <a href="mailto:Stephen.McAllister@nbed.nb.ca">Stephen.McAllister@nbed.nb.ca</a>
ASDN Incident/Near-Miss Investigation	Supervisor	Stephen McAllister, OHSC, <a href="mailto:Stephen.McAllister@nbed.nb.ca">Stephen.McAllister@nbed.nb.ca</a>
WorkSafeNB Form S6W: “Application for Workers Compensation Benefits”	Employee – within one (1) year from date of incident	WorkSafeNB Email: <a href="mailto:application-demande@ws-ts.nb.ca">application-demande@ws-ts.nb.ca</a> or Fax: 1 888 629-4722
WorkSafeNB Form S7E: “Employer Report of Injury or Illness”	Supervisor – within three (3) days of incident being reported	Marianne Calhoun, OHWC, <a href="mailto:Marianne.Calhoun@nbed.nb.ca">Marianne.Calhoun@nbed.nb.ca</a>

**...Can I get help with these forms?**

- ➔ For assistance with the forms, contact **Marianne Calhoun**, Occupational Health and Wellness Coordinator, at [Marianne.Calhoun@nbed.nb.ca](mailto:Marianne.Calhoun@nbed.nb.ca)

# FOR ASDN EMPLOYEES

## Scenario 1

**NEAR-MISS: Something ALMOST happened...if it had, I (or someone) would have been injured or property damaged.**

What form do I complete?

➔ ASDN Incident/Near-Miss report

The image shows the top portion of the ASDN Incident/Near-Miss Report form. It includes the title 'INCIDENT / NEAR-MISS REPORT', a 'Part A - Incident Report' section with various checkboxes for reporting requirements, and a 'Part B - Incident Details' section with fields for date, time, location, and description. There is also a section for 'Reporting Information' with checkboxes for different types of incidents.

Submit to supervisor before leaving work.

## Scenario 2

**INCIDENT: Something DID happen...but I did NOT miss any time at work or seek medical attention beyond first aid.**

What form do I complete?

➔ ASDN Incident/Near-Miss report

The image shows the top portion of the ASDN Incident/Near-Miss Report form, identical to the one in Scenario 1. It includes the title 'INCIDENT / NEAR-MISS REPORT', a 'Part A - Incident Report' section, and a 'Part B - Incident Details' section.

Submit to supervisor before leaving work.

**1 Year**

Sometimes an injury does not present immediately, therefore, an employee can submit a **WorkSafeNB Form S6W "Application for Workers Compensation Benefits"** within one year of the workplace injury/illness.

Completing the ASDN Incident/Near Miss report at the time of the incident, will also support a late claim.

## Scenario 3

**INCIDENT: Something DID happen...and I DID miss time at work and/or I sought medical attention beyond first aid.**

What forms do I complete?

➔ ASDN Incident/Near-Miss report

The image shows the top portion of the ASDN Incident/Near-Miss Report form, identical to the ones in the previous scenarios. It includes the title 'INCIDENT / NEAR-MISS REPORT', a 'Part A - Incident Report' section, and a 'Part B - Incident Details' section.

Submit to supervisor before leaving work.



➔ WorkSafeNB Form S6W

The image shows the top portion of the WorkSafeNB Form S6W 'Application for Workers Compensation Benefits'. It includes the title 'WorkSafeNB Form S6W Application for Workers Compensation Benefits', a 'Part A - Personal Information' section with fields for name, address, and contact information, and a 'Part B - Incident Information' section with fields for date, time, location, and description.

Submit to your Supervisor as soon as possible.

**Note:** When medical attention is sought after a workplace incident, the doctor will provide a **Medical Form 8-10**. Attach this to your **Form S6W** and submit to your Supervisor.

# FOR ASDN SUPERVISORS

## Scenario 1

**NEAR-MISS:** Something **ALMOST** happened...if it had, someone would have got hurt or property damaged.

I received an ASDN Incident/Near-Miss report from an employee but nothing really happened, what do I need to do?

➔ Does the incident meet the criteria for an Investigation? (see below)

**Yes:** Complete an **ASDN Incident/Near-Miss Investigation**

**No:** Need only to complete the Corrective Actions section (*Section 7*) of the **ASDN Incident/Near-Miss Report**.

## Scenario 2

**INCIDENT:** Something **DID** happen... but they did **NOT** miss any time at work or seek medical attention beyond first aid.

I received an ASDN Incident/Near-Miss report from an employee, but they did not miss work or have to see a doctor, what do I need to do?

➔ Does the incident meet the criteria for an Investigation? (see below)

**Yes:** Complete an **ASDN Incident/Near-Miss Investigation**

**No:** Need only to complete the Corrective Actions section (*Section 7*) of the **ASDN Incident/Near-Miss Report**.

## Scenario 3

**INCIDENT:** Something **DID** happen... and they **DID** miss time at work and/or they sought medical attention beyond first aid.

I received an ASDN Incident/Near-Miss report from an employee who as a result missed work and/or sought medical attention, what do I need to do?

➔ **WorkSafeNB Form S7E - Time Sensitive!** Must be done within **3 days** of notification.



➔ Does the incident meet the criteria for an Investigation? (see below)

**Yes:** Complete an **ASDN Incident/Near-Miss Investigation**.

**No:** Need only to complete the Corrective Actions section (*Section 7*) of the **ASDN Incident/Near-Miss Report**.

### Criteria for investigation:

If any of the following occur, contact **WorkSafeNB** [immediately at 1-800-999-9775](tel:1-800-999-9775) **and** conduct an investigation.

- A loss of consciousness,
- An amputation,
- A fracture other than a fracture to the fingers or toes,
- A burn that requires medical attention,
- A loss of vision in one or both eyes,
- A deep laceration,
- Admission to a hospital facility as an in-patient,
- Death,
- An accidental explosion or exposure to biological, chemical, or physical agents, or
- A catastrophic event or equipment failure that could have resulted in injury.