



Incident Reporting: Supervisor Responsibilities

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker who meets this description, whether or not they have the supervisor title.

Purpose:

The first priority of UPEI supervisors is to ensure the well-being of their workers and this includes responding to workplace incidents. All health, safety, and environment incidents that occur in the UPEI workplace must be reported to UPEI Health, Safety, and Environment. It is the responsibility of supervisors to ensure that this is carried out promptly and properly. The purpose of this protocol is to outline the responsibilities of the supervisor and how to report workplace incidents at UPEI.

Supervisor Responsibilities:

- Upon first becoming aware of an incident, evaluate the seriousness and nature of the situation. Call 911 if needed, and then notify UPEI Security Services at 902-566-0384 or through the UPEI SAFE app. An ambulance must be used to transport individuals to the hospital. For minor incidents, UPEI Security Services can be called first.
- Provide first aid to the injured person(s), if current in Emergency or Standard First Aid Certification, or contact the closest employee with current First Aid Certification.
- Where circumstances and severity warrant, secure equipment to prevent further injury or damage, and secure the area to ensure that evidence is not disturbed before an investigation is completed.
- Determine the severity of any personal injury, and immediately report serious or major injuries that result in critical injury or death to the Health, Safety, and Environment (HSE) Manager by phone:
 - During business hours, call 902-566-0516 (office) or 902-213-3183 (cell).
 - During non-business hours, call UPEI Security Services at 902-566-0384.
- When an injury is reported during business hours, and is not critical, does not require emergency care and yet requires medical attention, the supervisor can arrange for transportation for the employee to the UPEI Health and Wellness Centre. The supervisor should include on the incident report form that the employee visited the UPEI Health and Wellness Centre (or an alternate facility if necessary).
- When an injury is reported to UPEI Security Services at 902-566-0384 during non-business hours, the supervisor must contact the HSE Manager at 902-566-0516 or 902-213-3183 as soon as possible during the next day of normal business operations.

Minor Injury Examples:

- Sprains and strains
- Needle pokes
- Arm and leg injuries
- Cuts, grazes, burns, and scalds
- Eye injuries
- Minor head injuries
- Insect and animal bites
- Allergic reactions

Major/Serious Injury Examples (that should receive immediate attention):

- Compound fractures
- Loss of limb/amputation of leg, arm, hand, or foot
- Substantial loss of blood
- Burn to a major portion of the body
- Any type of head or eye injury, loss of sight
- Deep lacerations or stab wounds
- Gunshot wounds
- Severe or extensive burns
- Injuries accompanied by chest pain, paralysis, confusion, severe bleeding, or unconsciousness
- Fatality





Procedure:

➔ For more information, refer to the [Incident Reporting web page](#) on the Health, Safety, and Environment website.

1. Report a major or serious injury incident immediately

A major or serious injury **MUST** be reported **immediately** to UPEI Health, Safety and Environment at 902-566-0516 or 902-213-3183 or to UPEI Security Services at 902-566-0384. The scene of the accident must be preserved.

2. Complete within 24 hours of incident

For major/serious injury incident:

- [UPEI Incident Investigation Form](#) (in cases where the investigation cannot be concluded within 24 hours, a preliminary report can be submitted indicating that a more thorough report will be sent ASAP.)
- If medical attention beyond first aid is required, ensure that the employee submits a completed [Worker's Report—Form 6](#) to the Worker's Compensation Board of PEI (WCBPEI) within 24 hours.
- [The Physician's Report—Form 8](#) will be completed by the treating Physician and submitted directly to WCB PEI.
- The supervisor will fill out [Employer's Report of Injury—Form 7](#) and send to employeeservices@upepei.ca. UPEI HR will then submit Form 7 to WCBPEI within 72 hours of being notified by the injured worker.

For minor injury incidents:

- [UPEI Incident Investigation Form](#)

3. Complete within 72 hours of incident

- [Three Point Risk Ranking Scheme and Ranking Matrix](#)
- [Root Cause Analysis Form—The 5 Whys](#)
- Send follow-up email to HSE within the incident email thread that explains your incident investigation with corrective action. Include corrective measures that will be taken to prevent recurrence, i.e., retraining, updating or implementation of pertinent Standard Operating Procedures, implementation of new tools or equipment, etc. If a follow-up response is not received within the allotted time an email will be sent to the chair/dean/director/manager of the department for awareness and follow-up.
- If applicable, worker can fill out [Worker's Report—Form 6](#) and send to WCBPEI. [The Physician's Report—Form 8](#) will be completed by the treating Physician and submitted directly to WCB PEI. The supervisor will fill out [Employer's Report of Injury—Form 7](#) and send to employeeservices@upepei.ca. UPEI HR will then submit Form 7 to WCBPEI within 72 hours of being notified by the injured worker.

4. Submit forms to UPEI HSE by:

- E-mail to incident@upepei.ca.
- Place in the HSE drop box outside Kelley Memorial Building Room 310, or submit in-person to HSE in Room 309 or 310.
- UPEI SAFE app.

5. Implement Corrective Measures

Assist or work in cooperation with the UPEI Health, Safety, and Environment Manager and/or the University's health and safety working groups, as needed, to implement the investigation's recommended actions to prevent recurrence of a similar incident.

If you are unsure if you should complete a form, or if you need assistance with forms and/or the reporting process please contact UPEI Health, Safety, and Environment at 902-566-0901 or 902-213-3183.

