



MEMO

Date: February 24, 2023

To: All WRHA and Shared Health / HSC
Winnipeg staff and managers

From: WRHA OESH
c/o Dave Oomah

cc: WRHA OESH Managers

Telephone:

Fax:

Subject: Regional Roll-Out: Work-related Injury / Near Miss Form 1 & Corrective Action / Investigation Form 2

Please be advised that WRHA OESH will be standardizing the forms and process used to report a workplace injury / near miss (INM) event for the WRHA and Shared Health facilities, programs, and services which presently use a paper Injury/Near Miss form.

Please note, if your Site / Program reports injury / near misses by calling the INM Intake Line, i.e., Community Program, Concordia & Concordia Place, and Shared Health (other than HSC), the above change will only affect manager reporting processes, as described below, and not the staff reporting process.

Your new forms and process

Employees

If you previously submitted an INM by filling out a paper form, it is being replaced by Work-Related INM Form 1. This initial report is two pages long and can be completed electronically. Please keep in mind that it can also be printed and completed manually for those who do not have nearby access to a computer at the time the incident occurred. Please note that while the form can be filled in electronically, it cannot be submitted electronically other than as an email attachment.

Managers/Supervisors

Once the worker completes all sections pertaining to them on the Work-Related INM Form 1, they submit it to their manager/supervisor at the time of the incident. The manager/supervisor will complete the remainder of the form, determine if additional reporting is needed, and then submit the form to their local OESH office by the quickest means possible.

The manager / supervisor will receive a summary report generated from the submission of the original Work-Related INM Form 1 as well as a three-page Corrective Action / Investigation Form 2 (CAI) from the OESH specialist assigned to the file. After conducting an investigation, the manager/ supervisor will complete CAI Form 2, submit it to the OESH specialist, and implement corrective actions. The manager / supervisor will then receive a final summary report containing all the information presented from INM Form 1 and CAI Form 2 together for their records.

Reminder: For a work related INM, where the injury / near miss event impacted a worker, **do not report as a Patient Safety event directly through RL6. A Work Related INM Form 1 must be completed.**

A SOP has been developed to map the flow of INM reporting from start to finish to assist managers / supervisors and workers in understanding their roles and responsibilities as part of this process, and to provide a general sense of timelines associated with each step in the INM reporting process.

What do I need to do?

We ask that you immediately discontinue use of previous, locally held versions of the INM report form available at your site. Please delete any copies saved electronically and discard any old paper copies that might be stored on your unit or in your department.

Where can I find a copy of the new INM Form 1 and CAI Form 2, the SOP and more information?

WRHA/Shared Health OESH Resources:

- [Injury Near Miss Reporting \(wrha.mb.ca\)](#)
- [SOP](#)
- [INM Form 1](#)
 - [WRHA / Shared Health INM Reporting Contact List](#)
- [CAI Form 2](#)
- [Order from Shared Health Printing Services using SAP #362132; Phone: 204-787-4072 | Fax: 204-787-2086 | Email: \[PrintServ@hsc.mb.ca\]\(mailto:PrintServ@hsc.mb.ca\) \(For order submissions\)](#)

Why is my form changing?

Each Site/ Program / Department throughout WRHA and Shared Health currently uses a different document to report an INM incident experienced by a staff member. This results in different data being collected, depending on what version of the INM document is submitted, and ultimately creates challenges in providing timely and consistent information to Sites/ Programs/ Departments regarding incident resolution and injury statistics. WRHA OESH has also found that elements of the various INM documents have resulted in incidents that are not reported on time (or at all) or reported incompletely. This negatively impacts our ability to comply with legislated reporting requirements and may incur administrative penalties (fines).

Standardizing the various forms across the WRHA and Shared Health will allow WRHA OESH to provide better injury/ near miss data to help Sites/ Programs/ Departments better respond to individual incidents and prevent incident re-occurrence. Standardizing will also make it easier for workers and managers/supervisors to complete the forms, saving both parties time by streamlining the reporting process and clarifying roles and responsibilities .

Any questions regarding this memo can be directed to WRHA OESH at oesh@wrha.mb.ca and cc' doomah@wrha.mb.ca