

# What to Do If You're Injured at Work: A Step-by-Step Guide

## Part 1: Immediate Actions



### Report to First Aid Immediately

Even minor injuries must be checked and documented by a first aid attendant.



### Notify Your Supervisor

This allows for immediate support and officially starts the reporting process.



### Cooperate & Recover

Participate in the investigation and accept modified duties, if able, to support recovery.

## Part 2: Filing Your Official Report in the QRM System ( 20 minutes)



### Access the QRM System

Log into Surge Learning, click the QRM icon, and select "QRM on Demand".



### Fill Out Your Section (Part 1)

Be specific about witnesses, the first aid attendant and the time it was reported.



### Fill Out Your Section (Part 1)

Be specific about location, time of injury, what happened, the body part and the side injured.



### Assign, Submit, and Lock

Assign the report to the nurse/supervisor and your manager, then save and lock it.

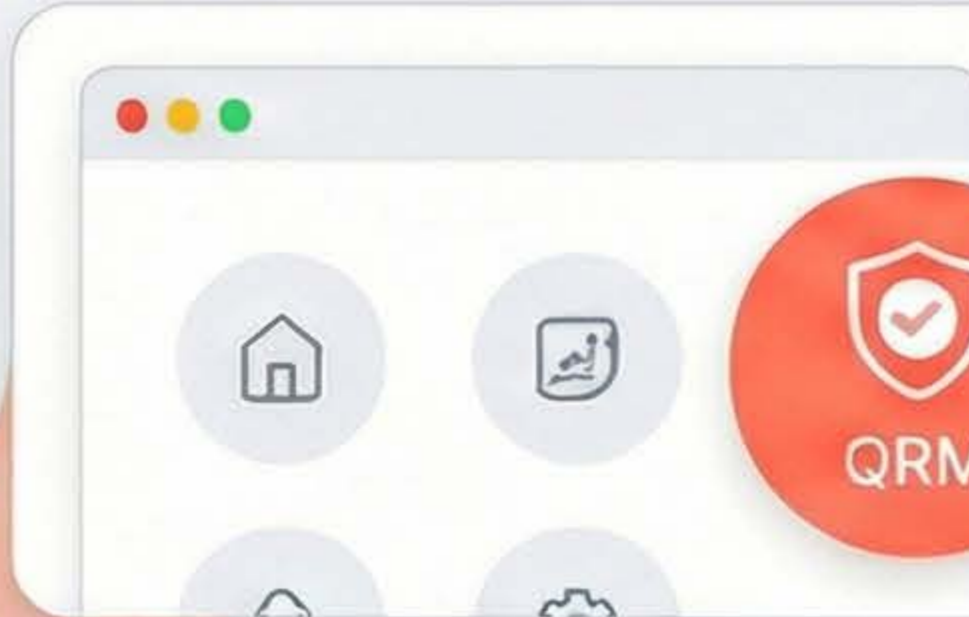
# How to File an Incident Report in Surge: A Step-by-Step Guide

This guide outlines the seven essential steps for employees to correctly file an incident report using the Surge system, from login to final submission.



## 1. Log Into Surge

For login or password issues, contact the People and Culture Team.

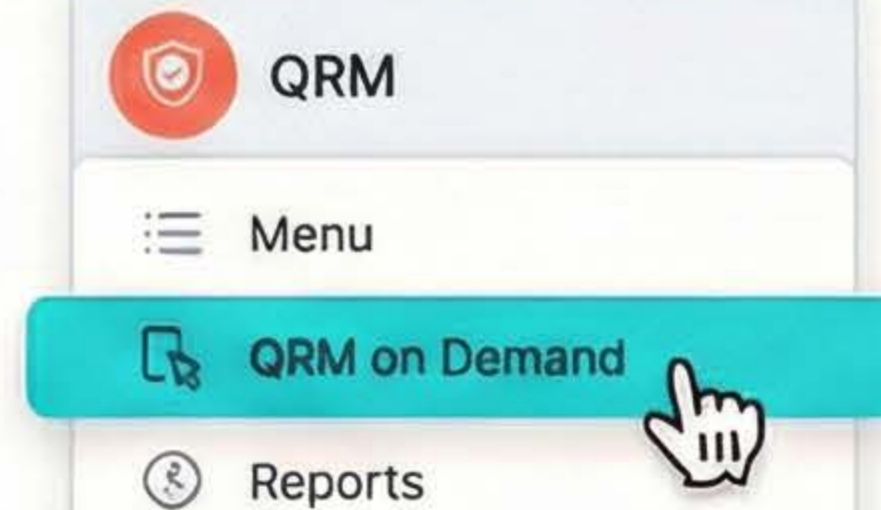


## 2. Find the QRM Icon

Locate the Quality Risk Management (QRM) icon on the main Home Page.

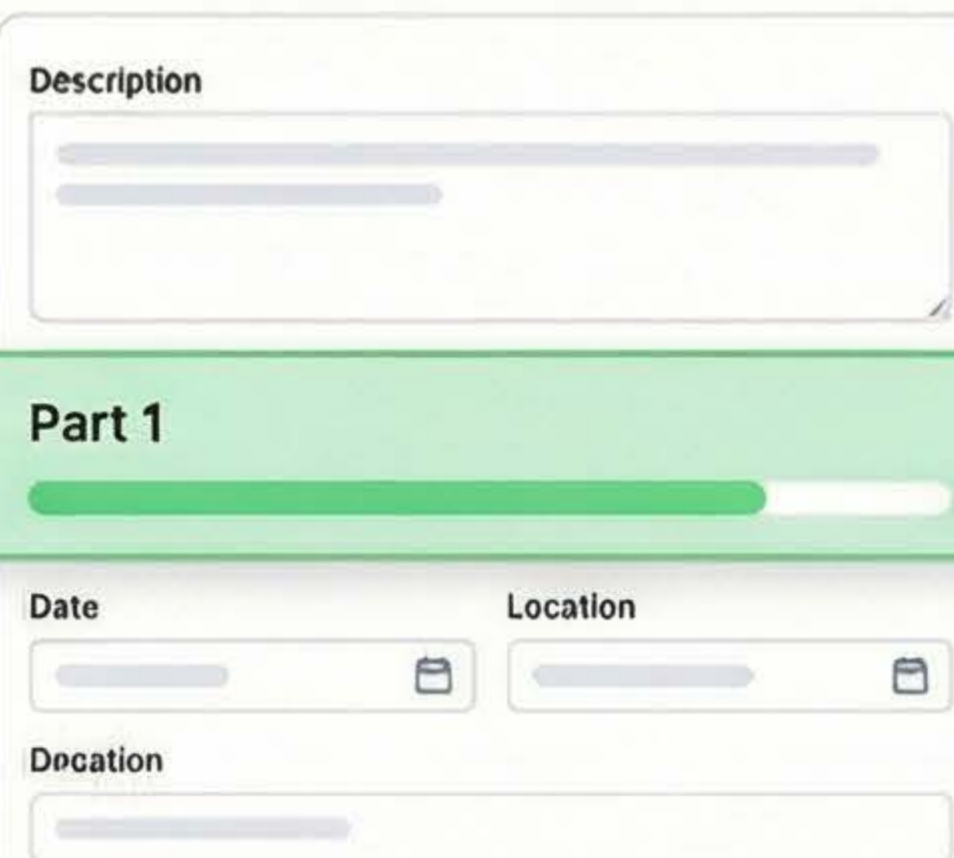
## 3. Select "QRM on Demand"

After clicking the QRM icon, find and click "QRM on Demand".



## 4. Choose the Right Report

Use the dropdown list to select the specific report form for your incident.



## 5. Complete Your Section

As the reporting employee, you are responsible for filling out Part 1.

Part 1



## 6. Assign the Report

Assign Part 2 to the supervisor/nurse and Part 3 to your direct manager.



## 7. Submit and Lock

Click "Save and Review Deficiency," then finalize by clicking "Finish and Lock the audit."

Save and Review Deficiency

Finish and Lock the audit



# Incident Reporting: Key Information to Record

## The "Where": Pinpoint the Location



- Note the specific facility, floor, unit, and room number.

## The "What": Describe the Incident & Injury



Detail what you were doing and the exact body part injured.

## The "When & Who": Note Key People & Times



Record the time, any witnesses, and who provided first aid.



*Thank You*

## Training & Support



SURGE LEARNING: [HTTPS://WWW1.SURGELEARNING.CA/LOGIN.PHP](https://www1.surgelearning.ca/login.php)



FOR LOGIN HELP: [PANDCCARES@MENNOPLACE.CA](mailto:pandccares@mennoplace.ca)



VIDEO TUTORIAL: [HTTPS://WWW.YOUTUBE.COM/WATCH?V=I2ADV7D21GC](https://www.youtube.com/watch?v=i2ADV7D21GC)