

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

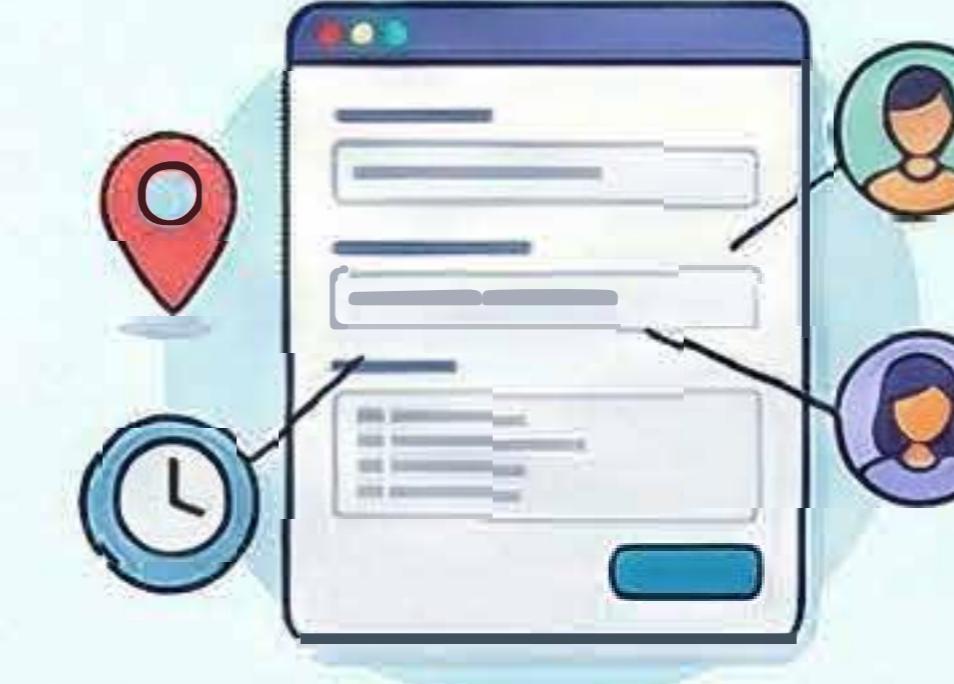
Participate in the investigation and accept modified duties, if able, to support recovery.

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



Fill Out Your Section (Part 1)

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



Assign, Submit, and Lock

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

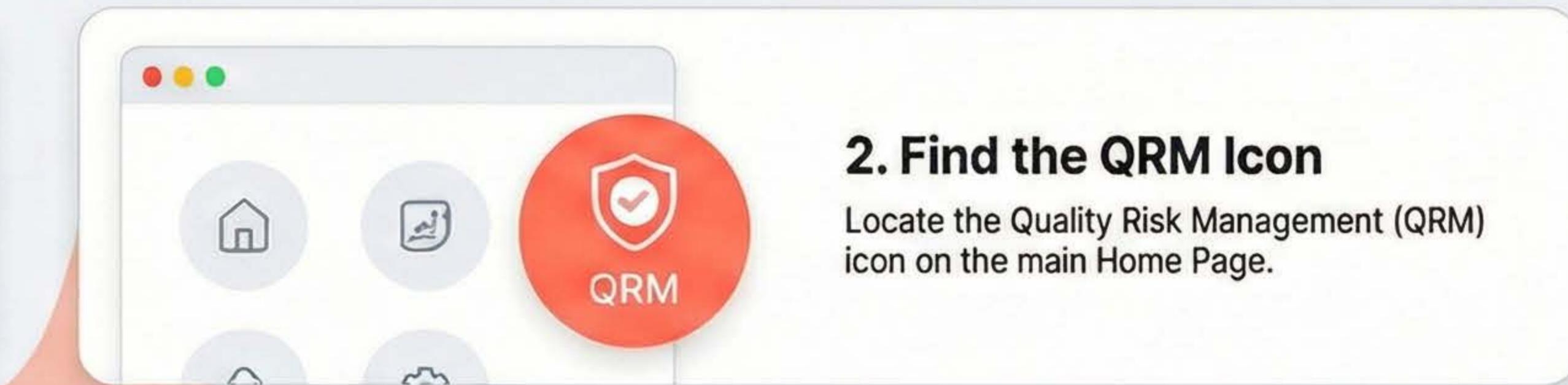
How to File an Incident Report in Surge: A Step-by-Step Guide

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



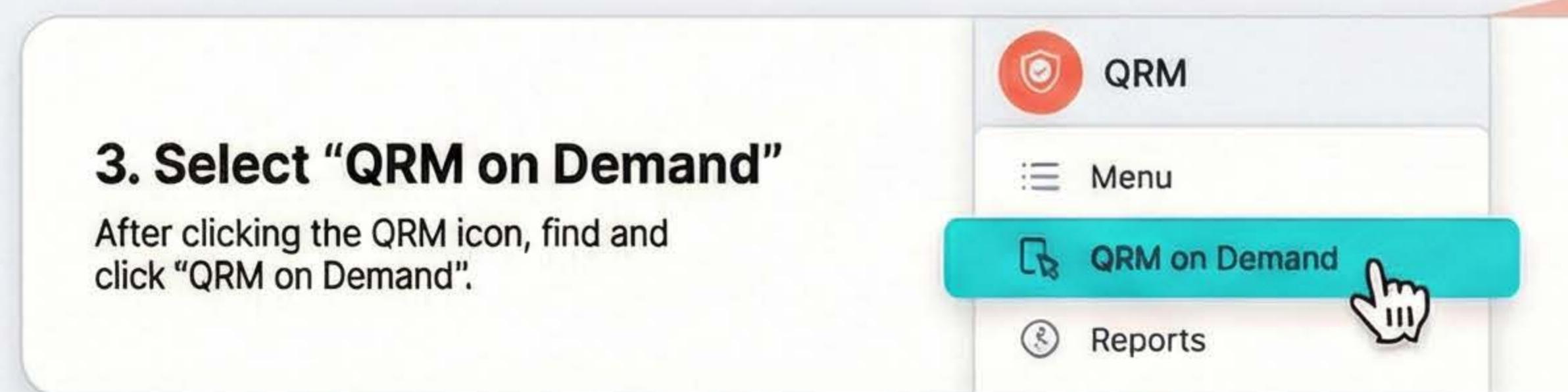
1. Log Into Surge

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.



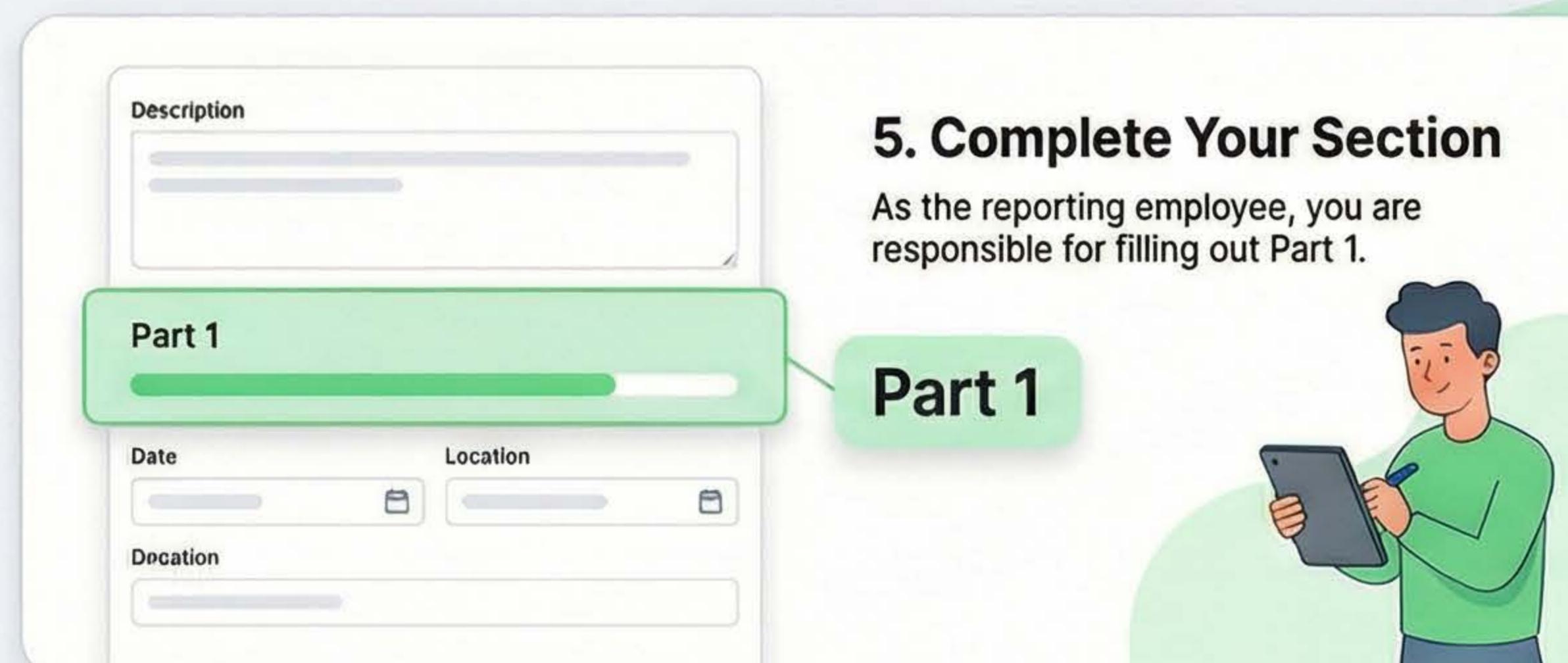
3. Select "QRM on Demand"

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

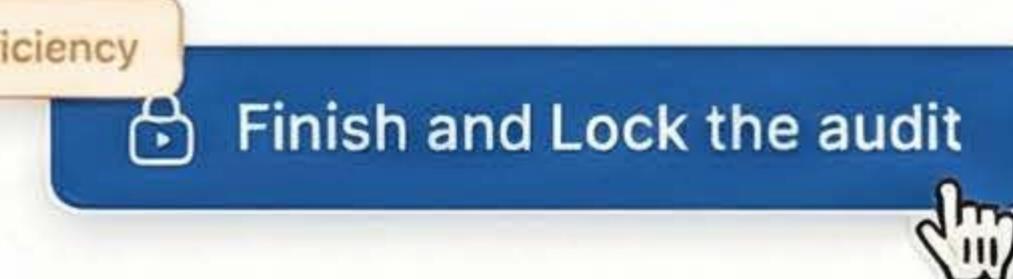


6. Assign the Report

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."



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.

Training & Support



*Thank
You*



SURGE LEARNING: [HTTPS://WWW1.SURGELEARNING.CA/LOGIN.PHP](https://WWW1.SURGELEARNING.CA/LOGIN.PHP)



FOR LOGIN HELP: PANDCCARES@MENNOPLACE.CA



VIDEO TUTORIAL: [HTTPS://WWW.YOUTUBE.COM/WATCH?V=I2ADV7D21GC](https://WWW.YOUTUBE.COM/WATCH?V=I2ADV7D21GC)