

A Guide to Workplace Safety and Incident Reporting - LTC



EMPLOYER INCIDENT INVESTIGATION FORM

When a **staff member** is exposed to harm. *Example: You sprained your arm while providing care.*



NEAR MISS REPORT

Incidents that took place but did not result in harm
Example: A staff member almost tripped but avoids falling.



INCIDENT REPORT

For incidents or concerns involving **staff, students, visitors, or contractors**. *Example: You observe/are involved in a conflict at work or concerned about a visitor's unsafe behavior.*



RISK MANAGEMENT

All incidents involving residents must be reported to nurses on Witness statement. Nurse input incident on PCC (Risk Management).



WORKPLACE HAZARD FORM

Hazards such as clutter, tripping risks, pets, etc.