

#### **CRITICAL INCIDENT REPORTING**

**HS 6**

##### **INTENT**

To ensure the timely and appropriate reporting of all critical incidents in order to facilitate the appropriate safety interventions and be compliant with all reporting requirements.

##### **POLICY**

All serious and emergency incidents are to be reported immediately to the appropriate Supervisor.

Critical Incidents include: use of seclusion or restraint; incidents involving injury; communicable disease; infection control; violence or aggression; unusual or unexpected events; use or possession of weapons; elopement and/or wandering; vehicular accidents; bio-hazardous accidents; use or possession of legal or illegal substances; suicide or attempted suicide; abuse, neglect, sexual assault;; medical emergency; and medication error, and other sentinel events.

##### **PROCEDURE**

1. All incidents will be reported promptly to the supervisor by completing a SCCSS Critical Incident Report including all the essential facts. The supervisor will forward the report to the Health and Safety Committee via the Facilities Coordinator and retain a copy for their own records.
2. The supervisor will complete any external Critical Incident Reports required by funding agencies e.g. MCFD, CLBC, etc.
3. Reports are to be filed within 48 hours of the occurrence including actions taken.
4. The appropriate Program Director will review all incidents reported and, together with the Facilities Coordinator, will ensure follow-up procedures occur.
5. The Program Director and Facilities Coordinator will formulate and document recommendations and actions to address the incident/emergency situation and submit to the Health and Safety Committee.
6. In case of serious or emergency incidents, where a Program Director is involved, it shall be reported and written up as above in 1 -4, by the Executive Director.
7. Where appropriate (for example, in the case of an injury incurred at the work place) the relevant WorkSafeBC forms will be completed and a copy filed with Payroll.
8. All serious incidents will be discussed at staff meetings. The Health and Safety Committee representative will implement corrective measures with the Program Director, where applicable.
9. Counselling and/or debriefing will be provided if requested. All employees have access to the Employee and Family Assistance program at their discretion.

10. A Critical Incident Report will be prepared annually by the Health and Safety Committee as part of the Health and Safety Report. The report is to include numbers of incidents, actions taken, and any trends that are observed. The report will be submitted to the Executive Director and thence to the Board of Directors.

**REFERENCE** Appendix 2 Critical Incident Report Form

<b>EFFECTIVE: Dec. 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: H&amp;S Committee</b>	<b>FREQUENCY: Annually</b>