

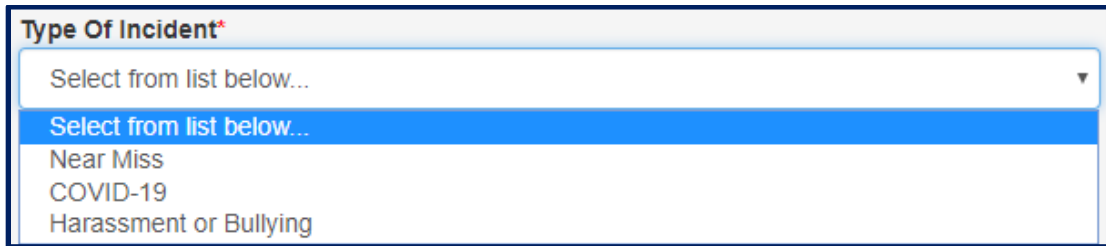
MHI-Near Miss App Upgrade

Purpose:

- The new upgrades in the near miss app form allows for customizable options of the “Near Miss Reporting” on mhisafety.ca. These upgrades will allow MHI staff to select three types of incident to report using the app i.e. Near Miss, COVID-19 (work related or potential work related) and/or Harassment/Bullying quickly & efficiently.

Changes/Upgrades:

- The new changes/upgrades in the form allows for multiple types of incidents to be reported, i.e. Near Miss, COVID-19, and Harassment/Bullying.

A screenshot of a web form dropdown menu. The title is "Type Of Incident*" in red. The dropdown is open, showing a list of options. The first option is "Select from list below..." with a small downward arrow on the right. The second option is also "Select from list below..." and is highlighted in blue. The third option is "Near Miss". The fourth option is "COVID-19". The fifth option is "Harassment or Bullying".

- Each type of incident has its own requirements to fill in and a different path for information flow as following;

For Near Miss Report:

Requirements:

Date, Employee Name, Supervisor Name, Division, Headquarters, Incident Description, Corrective Action.

Optional:

Photos

Submission Actions:

Sends an email to the designated manager based on the Division and Headquarters and the MHI Safety Team.

For a COVID-19 Report:

Requirements:

Date, Supervisor Name, Division, Headquarters, Incident Description, Corrective Action (No employee name is required).

Optional:

Photos

Submission Actions:

Sends an email to the designated Manager (based on the Division and Headquarters), Director OHS branch, Manager T&S and Central Incident Coordinator (CIR) only to maintain the privacy and confidentiality of the employee.

For a Harassment or Bullying Report:

Requirements:

Date, Employee Name, Supervisor Name, Division, Headquarters, Incident Description

Optional:

Photos

Submission Actions:

This information will be sent to the Executive Director Human Resource Business Partner Team, Public Service Commission only

MHI-Near Miss App Upgrade

If employees don't feel comfortable completing the form in the Near Miss Application report, they can follow the process outline within Taskroom.

<https://taskroom.sp.saskatchewan.ca/Pages/Public%20Service%20Commission/Service%20Pages/Section-807-Anti-Harassment-Policy.aspx>

Upgrades Benefits:

- With 100% Employee privacy and confidentiality to address and resolve potential issues in a timely and efficiently.
- COVID-19 incident must be treated with 100% privacy of employee (s) involved, therefore it is imperative that the infected person's name should not be entered in the report.
 - Maintaining the privacy, the new COVID-19 incident report will ensure which shop or office has been compromised and allow others to know for cleaning and dis-infection of shop/office and equipment's to minimize the risk of spreading the virus to other employees.
- The Harassment/Bullying incident allows for privacy of the accuser. Only James Englot, Executive Director Resource Business Partner Team with the Public Service Commission will be made aware of the accusation. PSC will follow the Government of Saskatchewan Process to investigate all incidents.

MHI-Near Miss App Upgrade

Near Miss Reporting Form

This is the new Near Miss Form which can be utilized for Near Misses, COVID-19, and Harassment or Bullying Incidents

To maintain employee privacy and confidentiality the following actions will be taken:

When a COVID-19 incident is reported, an email is sent to the designated Manager based on the Division and Headquarters, Director of OHS Branch, Manager of OHS Branch and Central Incident Resource Coordinator (CIR) only.

When a Harassment/Bullying incident is reported, an email is sent to the Executive Director of PSC only.

If a Near Miss needs to be investigated further, you will be contacted by a Safety & Training Specialist

If there were any injuries or property & equipment damage, please log into PSC Client & file an incident report here: [PSC Incident Reporting](#)

Do not enter any personal information into this form!

* - Required Fields

Type Of Incident*

Select from list below...

Date* - Enter in "YYYY-MM-DD" format if the date picker is not supported by your browser

Date YYYY-MM-DD

Employee Name* - (First & Last Name)

Name e.g. John Doe

Supervisor Name* - (First & Last Name)

Name e.g. Jane Doe

Division*

Select from list below...

Headquarters*

Please select a division...

Incident Description* - Please include location of Incident here

Desc.

Corrective Action*

Action

Photos

Photos

Browse...

I understand that I am not required to provide any personal health information. If I choose to provide personal health information I understand that appropriate protocols are in place to protect my personal health information and that it will not be distributed or used for any purpose other than which it is intended.*

I'm not a robot



Submit

Reset Form

If you need assistance, call your Supervisor!

Thank You For Your Report!