

Chapter: **Workplace Safety**

Classification: **Public Document**

Subject: **Correctional Services Incident Reporting System (CSIRS)**

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 Any Occupational Health and Safety (OH&S) accident, injury, incident, dangerous occurrence, and/ or safety concern in the workplace will be reported using the Correctional Services Incident Reporting System (CSIRS).
- 2 A Workers Compensation Board (WCB) Injury Report Form will also be completed and submitted to WCB within five business days of an injury being reported. This is required anytime an employee is injured or suffers from an injury in the workplace, even if there is no lost time associated with the injury.
- 3 The Strategic Advisor Occupational Health and Safety (SAOHS) will ensure divisional compliance with the NS Occupational Health & Safety Act, Occupational Safety General Regulations, Workplace Health & Safety Regulations, and Violence in the Workplace Regulations.

Definitions

- 4 CSIRS has content fields which will be completed by the person creating the CSIRS entry, and the applicable manager. The definitions below describe the meaning of the fields.
 - (a) **Incident:** The OH&S accident, injury, dangerous occurrence, or safety observation being reported.
 - (b) **Section:** The Correctional Services setting in which the entry took place.
 - (c) **Location:** The physical location the entry took place.
 - (d) **Attention Fields:** Use the drop-down menu to select a minimum of one applicable manager which corresponds to the employee's work location or setting. The report will automatically be sent to the manager(s) selected. Manager(s) in this field will receive an automatic email alert for each entry.
 - (e) **Reportable Type:** This field is completed by the Strategic Advisor Occupational Health and Safety (SAOHS), and only for entries that meet the OH&S legislative definition for a reportable incident.
 - (f) **Reportable Incident:** An incident, accident or occurrence in the workplace which is required to be reported to the Department of Labour, Skills, Immigration (LSI) within a particular time frame.

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- (g) **Serious Incident:** An incident/ accident in the workplace that endangers life or causes permanent injury and will be reported to the Department of Labour Skills and Immigration either immediately or within 24 hours. These include, fatality, unconsciousness, fracture, amputation, third degree burn, loss of vision in one or both eyes, asphyxiation, poisoning, accidental explosion, major structural failure / collapse of a building/ structure, major release of hazardous substance, or an injury which requires admission to a hospital.
- (h) **Status Open:** The entry has been reviewed by one of the managers named in the attention field.
- (i) **Status In-Progress:** Corrective action to resolve or address the entry has begun.
- (j) **Status Escalated:** Corrective action to resolve or address the entry has begun, however some or all of the entry is above the authority, or outside the purview of the manager(s) named in the attention fields.
- (k) **Status Corrected and Closed:** The entry has been resolved to the satisfaction of the originator, manager and SAOHS or designate.

Responsibilities

- 5 To ensure compliance with applicable acts and legislation the SAOHS or designate will
 - (a) liaise with identified locations to address or resolve CSIRS entries which require specific OH&S subject matter experts, equipment and/ or intervention,
 - (b) upon request, produce monthly summary incident reports for Joint Occupational Health and Safety Committees (JOSHC), and Division Heads,
 - (c) consult with System Administrator(s) from Cyber Security and Digital Solutions to make modifications to the CSIRS application as applicable,
 - (d) report to the Nova Scotia Department of Labour, Skills and Immigration any reportable events in accordance with Section 63 - *Occupational Health & Safety Act*.
- 6 The staff member who notices or is impacted by an OH&S accident, incident, injury, dangerous occurrence, and/ or safety observation will submit a CSIRS form.
- 7 Applicable manager(s) as named in the CSIRS Attention Field will,
 - (a) review each submitted CSIRS entry for correctness and completeness

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- (b) use the “edit all” feature to complete the following documentation actions
 - i. update the “status” field using the drop-down menu
 - ii. select the date the entry was reviewed, and click ok
 - iii. enter any corrective action taken with respect to the entry
 - iv. follow up on the entry until the entry can be resolved and placed in status corrected and closed
 - v. liaise with the SAOHS or designate as needed
- 8 The SAOHS or designate will oversee all entries placed into CSIRS by ensuring
 - (a) all entry fields are complete, and the entry is reviewed by the applicable manager in a timely fashion
 - (b) the manager’s corrective action is appropriate for the entry, based on OH&S best practice, and demonstrates proper application of the hierarchy of controls
 - (c) review each entry once the entry is status corrected and closed, to ensure it has been resolved and/ or addressed appropriately
- 9 Only the SAOHS or designate has the authority to modify or delete any CSIRS entry after communicating to the originator of the entry the reason for that action.

Training

- 10 All Correctional Services staff will be trained how to access the CSIRS application, its purpose and use.
- 11 CSIRS training is embedded in the Correctional Services Occupational Health & Safety Training Course, as per the Correctional Services Training Matrices. It is automatically assigned in LMS to all new employees regardless of classification.
- 12 The Manager, Training and Development or designate will track completion of the Correctional Services Occupational Health & Safety Training Course.

CSIRS Summary Data

- 13 The SAOHS or designate will publish a summary report of CSIRS entries for the Division

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as requested, and at a minimum once annually.

- 14 Respective Joint Occupational Health & Safety Committees may request through the SAOHS or designate, CSIRS reports for their respective locations.