



# Community Connections Support Services

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## Employee Workflow for Incident Reporting (CIR, NCIR & HSIR)

### INCIDENT OCCURS



#### **STEP 1: SECURE THE SITUATION**

Ensure the health and safety of all involved and the environment. This may include applying First Aid, enlisting emergency services, evacuating the building, removing hazards.

#### **STEP 2: CALL YOUR SERVICE COORDINATOR**

Call your Service Coordinator and let them know that an incident has occurred. Provide as many details as possible. Follow any direction provided to you by your Service Coordinator.

#### **STEP 3: DETERMINE INCIDENT TYPE AND CATEGORY**

Refer to policy hs040 and determine the type and category of the incident. Determine if there are multiple types of incidents that have taken place that need to be reported on.

#### **STEP 4: COMPLETE THE INCIDENT REPORT FORM(S) & SUBMIT TO SERVICE COORDINATOR WITH IN 12 HOURS.**

Access the correct incident report form(s) found in policy at hs041, hs042 or hs043. Follow instructions to complete the relevant form(s) and email the completed form to your Service Coordinator within 12 hours of the incident.