

Employer's Report of Incident



Employer's Report of Incident

Employers who operate in the Northwest Territories or Nunavut

To report an Incident, Injury, or Dangerous Occurrence to the
Workers' Safety and Compensation Commission,
you can now report online

Employer's Report of Incident

- Beginning **February 1, 2021**, an *Employer's Report of Incident* should be completed through the WSCC e-Business service, *WSCC Connect*
- The e-Service captures your reporting that is needed by WSCC Prevention Services and WSCC Claims Department
- Employers and anyone contributing information on behalf of an employer reports in this central location

Benefits of WSCC Connect

EMPLOYER'S REPORT OF INCIDENT

- Allows you to submit information and additional documents electronically (photos, etc.)
- Once you submit your *Employer's Report of Incident* (EROI) an On Call OHS Inspector is notified
- If you are reporting an injury, once you submit your Injury Report, the Claims Department is notified
- Information is transferred into the Claims Department computer system upon review by Claims personnel

Employer's Report of Incident

- *Employer's Report of Incident* PDF form is accepted and available on the WSCC website until the end of January, 2021
- Beginning **February 1, 2021**, an *Employer's Report of Incident* should be completed through the WSCC e-Business service, *WSCC Connect*

Employer's Report of Incident

- Prevention Services and Claims Department are working directly with employers to help with the transition
- A tutorial video will be available in early 2021

EMPLOYER'S REPORT OF INCIDENT

The screenshot shows the WSCC Connect website interface. At the top left is the WSCC Connect logo. To the right are social media icons for Facebook and Twitter, a search bar, and language options for English and Français. Below the logo is a navigation bar with links for Home, MY CONNECT, EMPLOYER E-SERVICES, OHS E-SERVICES, HELP, and CONTACT US. The main content area is titled 'Welcome to WSCC Connect' and features two sections: 'Employer e-Services' and 'OHS e-Services'. The 'Employer e-Services' section includes icons for Payments, Account Management, Account Activity, Obtain a Clearance, View Assessment Rates, Register Your Business, Report Payroll, and Report Contractors. The 'OHS e-Services' section includes icons for Report Unsafe Work, Permits, Asbestos Project Notification, and Employer's Report of Incident. The 'Employer's Report of Incident' icon is circled in red, and a red arrow points from this icon to a larger graphic on the right side of the slide.

Where do I find this e-Service?



Learn how you can access WSCC Connect e-Services!

Access Administrators

EMPLOYER'S REPORT OF INCIDENT

Security

- Every person should have an online *WSCC Connect* user account
- A user has to be assigned to the employer for whom they are reporting
- A user has to be assigned the (security) role *Employer's Report of Incident*
- **Access Administrators** can assign users to an **employer** and to the security role *Employer's Report of Incident*

Add a user to access e-Services

1. Go to My Connect page.
2. Click **Manage Users** icon.



3. Once on the Manager Users page, ensure you are adding the new user to the correct employer by selecting one from the drop-down menu.

Manage Users

Click on a user below to view and assign roles.

Employer:

Legal Name: 0005 EBIZ TEST NU LTD.
Trade Name: EBIZ NU EMPLOYER # 5

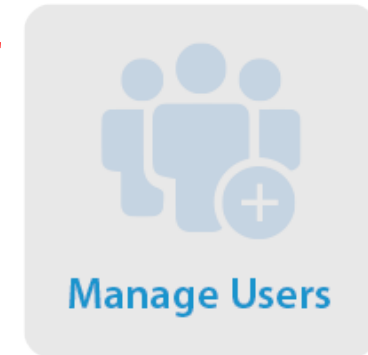
Users

User Name	Email
Jane Doe	testuserwsccl@gmail.com

[Add a user to access e-Services for this employer](#)

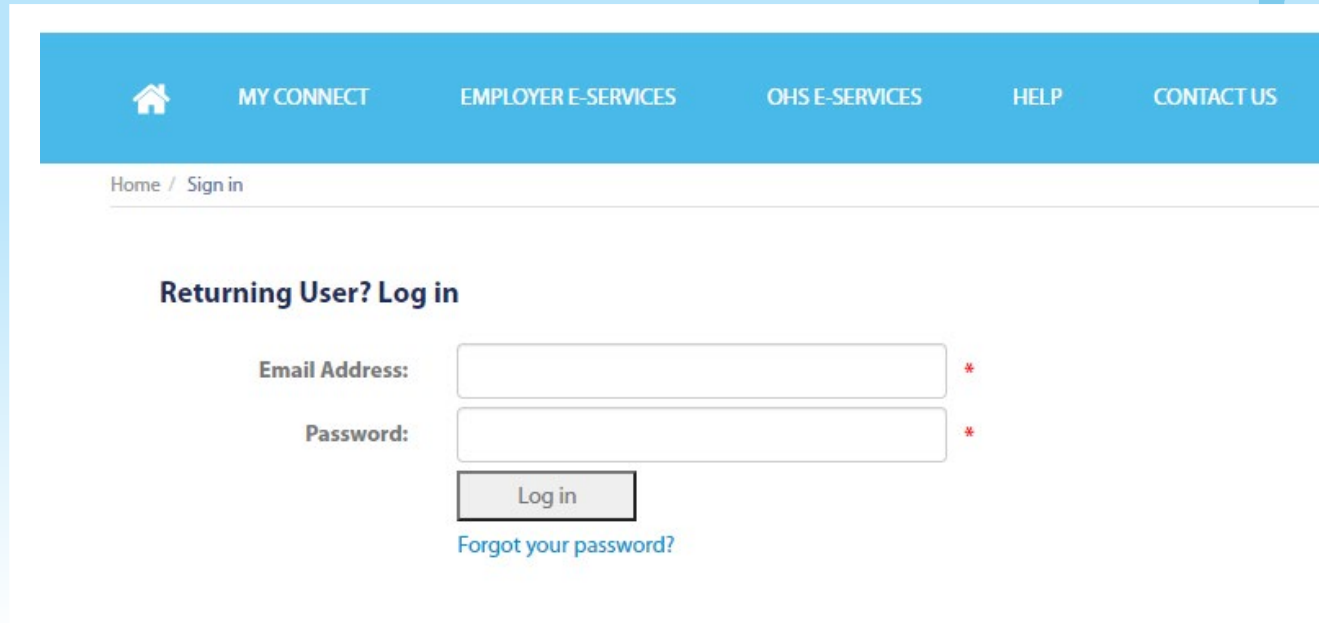
4. Click **Add a user to access e-Services for this employer**.
5. Provide user details, select security information, and click **Add User**.

How do I add a user?



connect.wsccl.nt.ca

HELP DOCUMENTATION: <https://connect.wsccl.nt.ca/Accessing-WSCC-Connect>



The screenshot shows the login page of the WSCC Connect website. At the top, there is a blue navigation bar with a home icon and the following menu items: MY CONNECT, EMPLOYER E-SERVICES, OHS E-SERVICES, HELP, and CONTACT US. Below the navigation bar, the breadcrumb "Home / Sign in" is displayed. The main content area features a section titled "Returning User? Log in". This section contains two input fields: "Email Address:" and "Password:", each with a red asterisk to its right. Below the password field is a "Log in" button and a link for "Forgot your password?".

Sign In

To access *WSCC Connect* e-Services you have to sign in

The screenshot shows the WSCC Connect website interface. At the top, a blue navigation bar contains links for Home, MY CONNECT, EMPLOYER E-SERVICES, OHS E-SERVICES, HELP (circled in red), and CONTACT US. Below the navigation bar, a breadcrumb trail reads: Home / Help / OHS e-Services / Employer's Report of Incident. On the left side, there is a sidebar with several menu items: Accessing WSCC Connect, Employer e-Services, OHS e-Services, Unsafe Work, Notifications, Mine Permits, and Employer's Report of Incident. A red arrow points from the 'HELP' menu item in the top navigation bar to the 'Employer's Report of Incident' link in the sidebar. The main content area displays the title 'Employer's Report of Incident' and a paragraph of text: 'Employers must submit the fully-completed incident report within three business days, or will incur penalties as listed in the Workers' Compensation Acts. Please note that to report an accident causing serious bodily injury or a dangerous occurrence, you must call the 24-hour Incident Reporting line at 1-800-661-0792 as soon as is reasonably possible, as well as complete and submit the Employer's Report of Incident within three business days.'

Where do I find
*Employer's Report
of Incident*
Help Documents?

Incident and Injury Sections

EMPLOYER'S REPORT OF INCIDENT

- *Employer's Report of Incident* is divided into 2 parts:
 - Incident
 - Injury
- Forms are *smart* driven (only relevant input fields are displayed)
- Incident Section has a designated area to add contact details of witness(es), supervisor and worker(s)

Incident and Injury Sections

HELP DOCUMENTATION: <https://connect.wscn.nt.ca/Help/OHS-e-Services/Employers-Report-of-Incident/What-information-do-I-need-to-submit-an-Employers-Report-of-Incident>

- **Employer's Report of Incident – Getting Started** (landing) page
 - Outlines what you will need
 - Gather your information before you begin
- Review and Submit
 - Missing content is highlighted when you try to submit
 - You can not submit a report if it's incomplete

Incident Section

EMPLOYER'S REPORT OF INCIDENT

Home / OHS E-SERVICES / Employer's Report of Incident / Incident

Employer's Report of Incident - 913C (Pending)

Step 1 of 5 Employer Details

- Employer Details
- Incident Details
- Persons Involved
- Attachments
- Review and Submit

Print
Delete

Employer Information

Employer Name: eBiz Company Inc.
913C Employer #: 42027

Contact Information

Contact Name: Jane Doe

Please provide at least one method of contact *

Email: wscclestuser15@gmail.com

Contact Phone #: Canada 555 555-5555 Ext:

Position Title: manager

Continue

Terms of Use | Help | WSCC Website

Incident Section

You need to complete the Incident Section in one session

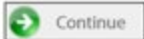
Incident Section

EMPLOYER'S REPORT OF INCIDENT

Step 1 of 5 Employer Details

Employer Information	
Employer Name:	eBiz Company Inc.
WSCC Employer #:	42027

Contact Information	
Contact Name:	<input type="text" value="Jane Doe"/>
Please provide at least one method of contact *	
Email:	<input type="text" value="wscctestuser15@gmail.com"/>
Contact Phone #:	<input type="text" value="Canada"/> <input type="text" value="555"/> <input type="text" value="555-5555"/> Ext: <input type="text"/>
Position Title:	<input type="text" value="manager"/>


 Continue


Incident Section
(example screen)


Incident Section


EMPLOYER'S REPORT OF INCIDENT

Type of Occurrence

Did the incident occur on a mine site? [Occupational Health and Safety Regulations](#) Yes No * 

Are you reporting an injury, illness, or exposure? Yes No * 


Are you reporting a serious injury causing bodily harm? Yes No * 

Are you reporting a dangerous occurrence? Yes No * 

Incident Section
(example screen)

Incident Section


EMPLOYER'S REPORT OF INCIDENT

Persons Involved 

First Name: *

Last Name: *

Job Title: *

Role:  *


Was this person injured? Yes No *



Who is this person employed by? *

eBiz Company Inc.
 Another Employer

Please provide at least one method of contact: * I do not have contact information

Email:

Contact Phone #:  Ext:

 Save  Cancel

Incident Section
(example screen)

Incident Section

EMPLOYER'S REPORT OF INCIDENT

- You need to complete the Incident Section in a single session
- You can print the report
- Once Submitted:
 - An email with a PDF of the report is sent to the submitter
 - An email notification is sent to a WSCC OHS Inspector

Incident Section

EMPLOYER'S REPORT OF INCIDENT

- If there was **no injury**, the *Employer's Report of Incident* (EROI) is complete. You'll be returned to the EROI start page where you can select to Search Incidents
- If you indicated someone **was injured**, the system will forward you to the *Employer's Report of Incident – Injury Section* where you can complete the Injury Report

Search Incidents Page

EMPLOYER'S REPORT OF INCIDENT

Search Incidents

Employer: 0005 EBIZ TEST NU LTD123/EBIZ NU EI

Legal Name: 0005 EBIZ TEST NU LTD123
Trade Name: EBIZ NU EMPLOYER #N

Reference Number:

Incident Date From: 01/01/2020 To: DD/MM/YYYY

Status: Submitted Under Review Actioned

Reference #	Incident Status	Actioned Reason	Inspection/Incident #	Incident Date	Location	Report Injured Workers
993C	Submitted			14/09/2020 12:00 AM	Aklavik, Northwest Territories	
4C31	Submitted			13/09/2020 12:00 AM	Behchoko, Northwest Territories	Submit Report of Injury
3AFD	Submitted			13/09/2020 12:00 AM	Arctic Red River, Northwest Territories	Submit Report of Injury
D831	Submitted			08/09/2020 12:00 AM	Yellowknife, Northwest Territories	
84CE	Submitted			04/09/2020 12:00 AM	Taloyoak, Nunavut	

Search Incidents Page

Incident number and link to Injury Section

Injury Section

EMPLOYER'S REPORT OF INCIDENT

Employer's Report of Incident – Injury Section - Reference # A552

Employer: 42027 0005 EBIZ TEST NU LTD123/EBIZ
NU EMPLOYER #N

Incident Date and Time: 13/09/2020 12:00 AM

Submitted Date and Time: 15/09/2020 2:10 PM

Incident Status: Submitted

Injury, Illness, or Exposure: Yes

Incident Location: Behchoko, NT, Canada

Contact Name: john doe

Incident Owners: john Doe

[Add an Incident Owner](#)

One injury report per injured worker is required, click "+" to add a new injury.

[Add Report of Injury](#)

worker 1 - Reference # 3CB0 (Pending)		
Injury Section	Completed	Delete
Worker Details		EMAIL KEY
Injury Details		EMAIL KEY
Return to Work		EMAIL KEY
Employment Details		EMAIL KEY

worker 2 - Reference # 4DB8 (Pending)		
Injury Section	Completed	Delete
Worker Details		EMAIL KEY
Injury Details		EMAIL KEY
Return to Work		EMAIL KEY
Employment Details		EMAIL KEY

Employer's Report of Incident – Injury Section

You have to complete the details for each injured person

Injury Section

HELP DOCUMENTATION: <https://connect.wscn.nt.ca/Help/OHS-e-Services/Employers-Report-of-Incident/What-is-an-Email-Key-and-how-can-I-send-one-to-another-user>

- Complete the sections or send an **Email Key** to another *Employer's Report of Incident* registered user
- Allows sections to be completed by others: Finance, Human Resources, etc.
- Only the Incident Owner can see Injury Reports while it's in the Pending state

Injury Section

HELP DOCUMENTATION: <https://connect.wscn.nt.ca/Help/OHS-e-Services/Employers-Report-of-Incident/What-is-an-Incident-Owner-and-how-can-I-add-or-delete-them>

- You can have more than one **Incident Owner** assigned to an incident
- Can be completed in stages (Save and Continue)

Injury Section

EMPLOYER'S REPORT OF INCIDENT

worker 1 Injured - Reference # 3CB0 (Pending)

Injury Section	Completed	
Worker Details	✓	EMAIL KEY
Injury Details	✓	EMAIL KEY
Return to Work →	✗	EMAIL KEY
Employment Details	✓	EMAIL KEY
Schedule	✓	EMAIL KEY
Wage	✓	EMAIL KEY

Missing Info

You can not submit an Injury Report if a required field is incomplete

Injury Section

EMPLOYER'S REPORT OF INCIDENT

- Once submitted, Incident Owner can print report
- Incident Owner receives report via email once it's submitted
- Cannot be viewed by non Incident Owner
- Search and Report functions will be available

Additional Benefits of WSCC Connect

EMPLOYER'S REPORT OF INCIDENT

- Multiple Incident Owners (transfer ownership)
- Ability to send email for information
- Print reports
- Electronic copy of reports
- Search functions
- Claims Experience Reports
- Incident Informational Reports

WSCC Contacts



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