



**Labour Relations and Workplace Safety (LRWS),  
Mine Safety Unit (MSU)**

**and**



**The Saskatchewan Mining Association (SMA)  
Injury Reporting Requirements  
Version 4.0**

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## **1. Regulatory Requirement - The Mines Regulations, 2018**

Monthly Statistics (section 10)

*“Not later than 14 days after the end of each calendar month, an employer or contractor shall provide the division and the co-chairpersons of the committee with employment and accident statistics for the previous calendar month in a form satisfactory to the chief mines inspector.”*

## **2. Purpose of this Guide**

To ensure that injury reporting is consistent with the reporting requirements and injury classification scheme required by Saskatchewan LRWS MSU and SMA for Saskatchewan mine employers.

To improve the effectiveness and accuracy of the reporting.

To provide clarification for some common reporting quandaries.

## **3. Who Should Report?**

### **3.1. LRWS Reporting**

All prescribed mine & mill sites must report injury statistics to LRWS, Mine Safety Unit. The injury data reported is restricted to all site employees; exploration companies and divisions require to report separately. Reports submitted should not include off-site head office personnel injuries or hours worked.

### **3.2. SMA Reporting**

Only members of the SMA, includes contractors who are SMA members, will report injury statistics to the SMA; this reporting is voluntary. Contractors who are not SMA members do not report their injuries or hours worked to the SMA.

The injury data reported is restricted to injuries that occur to SMA member employees working at the mine or mill and will not include personnel injuries or hours worked for contractors, exploration divisions, or off-site head office.

Names of personnel and any contractor information are to be removed from the monthly report prior to sending the report to the SMA Statistician; this information will be removed from any report the SMA Statistician receives.

### **3.3. Contractor Reporting**

Contractors working at a prescribed mine or mill site must report their injury statistics to LRWS, Mine Safety Unit in accordance with the criteria (below). If the contractor is working at more than one site, the contractor will submit a report combining all sites the contractor works at for a specific commodity and will identify the specific site where the injury occurred in the comments section of the report.. Commodities are grouped as follows:

- Potash
- Uranium,
- Coal,
- Gold,
- Diamonds,
- Other

For example: Contractor X has employees working at 3 potash sites and 2 uranium sites. Contractor X would submit one combined report for the 3 potash sites and one combined report for the 2 uranium sites.

**Criteria:**

Contractors will report their injury statistics directly to LRWS, Mine Safety Unit on a monthly basis in accordance with:

1. Contractors working at a prescribed mill and mine site for a consecutive period of more than 6 months and with 10 or people working on at least one site are required to report all injury statistics
2. Contractors working at a prescribed mill and mine site for a period of 6 months or less and/or with less than 10 or people working on the site will only report lost time (LTI) and/or a modified work (MWI) injury and subsequent lost or modified workdays, in the month the injury occurs.

**4. Definitions**

**4.1. Month**

Calendar month from the first day of the month to the last day of the month

**4.2. Year**

January 1 to December 31 of that year

**4.3. Year to Date**

The period from January 1 to the end of the month being reported

**4.4. Day**

For the purposes of reporting Lost Time days or Modified Workdays, a "day" is what a person is normally scheduled to work, under normal circumstances (no overtime) regardless of the number of hours in the workday.

The days counting will start on the scheduled workday after the incident in cases where there are lost time days or modified workdays are recommended by the Licensed Health Care Provider. Lost time days and modified workdays do not include:

- The day of the incident;  
and
- The time missed seeking initial medical assessment or treatment if the employee is otherwise capable of performing all his or her routine job functions.

Refer to section 5.5.4 for additional considerations due to layoff considerations.

#### **4.5. Years of Experience**

Years of experience is reported and calculated to one decimal place. The experience is based on the time spent in the job when the injury occurred and not total experience with the company.

#### **4.6. TRIR: Total Recordable Injury Rate**

(Medical Incident Injuries (MI) plus Lost Time Injuries (LTI) plus Modified Work Injuries (MWI)) multiplied (200,000) divided by (Hours worked – does not include contractor injuries or hours).

$(MI + MWI + LTI) \times 200000 / \text{Hours Worked}$

#### **4.7. SMA: Days Away, Restricted, or Transferred (DART) Injury Rate**

(Lost Time Injuries (LTI) plus Modified Work Injuries (MWI)) multiplied (200,000) divided by (Hours worked – does not include contractor injuries or hours)

$(MWI + LTI) \times 200000 / \text{Hours Worked}$

#### **4.8. SMA: Days Away, Restricted, or Transferred (DART) Severity Rate**

(Number of Lost Time Injury Days Lost plus Modified Work Injury Days) multiplied (200,000) divided by (Hours worked – does not include contractor injuries or hours).

$(MWI \text{ days} + LTI \text{ days}) \times 200000 / \text{Hours Worked}$

#### **4.9. SMA Rating**

(Year to Date DART Injury Rate) plus (10% of Year to Date DART Severity Rate)

### **5. Injury Classifications**

The following injury classifications were revised during a meeting with the Chief Mines Inspector and representatives of the SMA Safety Committee on February 17, 2011. This section on injury classification (section 5) applies to both the SMA and the LRWS Mine Safety Monthly Injury Reports.

Refer all questions regarding interpretations of these classifications to the Chief Mines Inspector. Any responses are to be forwarded to the SMA Safety Sub-Committee Secretary for discussion at the next SMA Safety Sub-Committee and consideration if these reporting requirements need to be revised.

See Appendix A for further guidance on injury classifications and reporting.

### **5.1. First Aid (FA)**

First aid includes only the following for work-related injuries and illnesses:

- A. Observation or counselling;
- B. Diagnostic procedures; or
- C. First aid treatment provided, regardless of professional status or qualification of the provider and includes only the following:
  - Non-prescription medication at non-prescription strength;
  - Tetanus immunization;
  - Cleaning, flushing or soaking wounds on skin surface;
  - Wound coverings such as bandages, gauze pads, butterfly, Steri-strips;
  - Hot or cold therapy;
  - Non-rigid support;
  - Temporary immobilization devices for transport to medical facility;
  - Drilling of fingernail or toenail;
  - Eye patches;
  - Removing foreign bodies from eye by simple means;
  - Removing splinters or foreign material from other than the eye by simple means;
  - Finger guards;
  - Massages;
  - Drinking fluids for heat stress;

### **5.2. Medical Incident (MI)**

Any work-related injury requiring medical treatment beyond first aid that is provided or prescribed by a licensed health care provider. Also includes the following, if work-related:

- A. Loss of consciousness;
- B. Diagnosis of a significant injury such as:
  - Fractured or cracked bone;
  - Punctured eardrum;

### **5.3. Modified Work Injury (MWI)**

A work-related injury or illness where:

- A licensed health care provider identifies restrictions that impact the routine functions of the job regardless of the work schedule. Routine functions are tasks that are normally performed at least once per week and/or:
- The employee works only part of the full workday that the employee would have otherwise worked (does not include overtime) and/or:

- The employer assigns worker duties that accommodate restrictions, but those duties are outside of the worker's normal work assignments.
- Refer to sections 4.4 and 5.5.4 on what days are counted as modified workdays

#### **5.4. Lost Time Injury (LTI)**

An incident causing a disabling injury, such that the employee was not able to work at all the next working day, or any subsequent full working day, subject to sections 4.4 and 5.5.4.

#### **5.5. Additional Notes**

##### **5.5.1. Licensed Health Care Provider**

A licensed health care provider as identified in this guideline means a physician or nurse practitioner licensed to practice in the Province of Saskatchewan and/or others who are employed and authorized by the reporting organization (employer) that provide medical treatment under the direction of a physician.

##### **5.5.2. Work Relatedness**

Only injuries that are work-related are to be reported. A work-related injury or illness is one where through investigation, the site determines the injury or illness was the result of activities that are related to work activities or assignment.

In cases where the investigation cannot specifically determine if the case is or is not work-related, the injury or illness will be considered work-related until additional factors are identified and considered; **if a Saskatchewan WCB claim is submitted and the Board has accepted the claim, the incident will be considered as work-related.** Sites with camps where people reside on a 24-hour basis, part of the consideration to determine work relatedness will be to consider scheduled work time as opposed to camp (non-work) time in their determinations.

Sites will revise the appropriate monthly report(s) as necessary, when there is a situation where the work relatedness determination changes for a period of 12 months from the original date of the injury or illness.

##### **5.5.3. One Injury with Multiple Injury Classifications**

Some injuries progress through different injury classifications. In the following example, there was only one incident that caused the injury, and the incident occurred in March. As the classification of the injury changes due to subsequent events or complications, the March report would be revised and re-submitted as necessary to reflect the appropriate classification for that incident. As a result, it is possible to have months with LTI incidents reported, but no lost time days in that month, and to have lost time days without an LTI in that month.

For example:

- A worker suffers an injury in March and received First Aid treatment. The case would be reported on the March report as a FA.
- In April, the same worker sees a Doctor because the wound has become infected. The Doctor treats the condition by providing prescription medication. The case is now a MI. A revised report for March would be submitted to show one less FA and one more MI.
- From April and until January, the worker's condition worsens and the worker requires surgery and misses 80 hours of work in January. The March report would be again revised and resubmitted to show one less MI and one more LTI, but the January report would show the 10 days lost time. If the lost time occurred in April of the following year from the original date of the incident, no revisions are necessary as more than 12 months have passed since the original incident (as per section 5.5.6).

#### **5.5.4. Lay-off Considerations**

If an employee is working prior to a lay-off, and is able to return to work following the lay-off without missing scheduled days, there are no lost time days even if the employee is paid by the WCB during the layoff period. If any other workdays had been missed, the incident should already have been recorded as a LTI. It would be reasonable to apply the same logic regarding MWI days -days missed at work due to lay-off don't count, and therefore do not turn a MWI case into a LTI case.

Lost time and modified workdays shall not be counted from the start of the closure until the reopening in situations where the government or an external source has recommended the site be closed for a period of time. This exclusion would be limited to workers who are affected by the layoff and not those who would have had an opportunity to work (i.e. maintenance staff when there is a care & maintenance activity).

#### **5.5.5. Chronic diseases**

Chronic diseases that manifest after many years of employment (possibly even with other employers) must be reported. Examples include "tennis elbow" and "white hand" for jackleg drillers. This applies to both LTI cases and MWI cases in the same manner. The current employer will report the injury for the month that the modified duties or lost time days first occurred due to the chronic disease, and the modified workdays and lost time days would be carried over as per the direction given below.

#### **5.5.6. Carry-over reporting**

Continue to report lost days for 12 consecutive months following the date of the original incident. This applies to both LTI cases and MWI cases in the same manner.



For all cases that have an incident date, modified workdays and lost time days will be "carried-over" for 12 months following the original date of the incident. For chronic disease cases, the 12-month period will start with the first modified workday or lost time day resulting from the disease.

One exception to carry-over reporting applies to fatality cases. For fatalities, the incident is charged 6,000 lost time days in the month the fatality occurs, with no reporting of lost time days in subsequent months.

#### **5.5.7. *Differences between SMA/LRWS and also WCB Statistics***

There are situations (notably section 5.5.2) that may result in variances between what is reported by the 3 different organizations. This is acceptable. The LRWS Chief Mines Inspector will contact the reporting sites for clarification as required.

### **6. Data Collection and Reporting**

Each operation reports the injury data on a monthly basis to the SMA statistician using the revised SMA Injury Report form (copy attached and emailed to member companies). **The report is to be submitted to the SMA statistician by the 10th day of the following calendar month.**

For SMA purposes, all injuries are to be classified using the same criteria established by the Chief Mines Inspector for injury reporting to the Mine Safety Unit.

There are three reports produced and distributed monthly by the SMA Statistician. The results for all previous months are contained in the spreadsheet labelled with the name of the month. The "YTD" sheet shows the Calendar YTD totals for each member company. The "Summary" sheet shows the Hours, Total Injuries, LTI and MWI, TRIR and DART for both the latest month as well as the Year to Date. The SMA Rating is included in the Year to Date section of the "Summary" sheet.

It is the responsibility of the operations to check the SMA reports, and if an error is discovered for their numbers, to submit corrected monthly reports that correct the data provided to the SMA.

If the data provided by an operation needs to be changed sometime after the information was initially reported, the member company will submit revised month's reports to the SMA Statistician. For example, if in August it becomes necessary to revise the classification of an injury that was included on the March report, then the member company will submit a revised March report showing the updated information. A description of the change should be included in the e-mail sent to the SMA Statistician to assist with identification of the change being made.

### **7. Frequency and Severity Reporting Criteria**

#### **7.1.1. Reporting Period**

Year to Date frequency and severity are calculated from January 1 to December 31. On January 1, all values will re-start at zero.

### **7.1.2. LTI or MWI Severity (Days) Reporting**

Lost days or modified workdays that carry over into the next year will accumulate up to 12 months following the original injury date. After the 12 month period the days lost or modified workdays will no longer be reported.

In the case of a Lost Time Injury or Modified Work Injury, the day of the incident is not counted as a "Lost Day" or a "Modified Workday". The Lost Time Injury or Modified Work Injury is reported for the month in which the injury occurred. The days lost or modified workdays are reported for the month(s) in which the time was actually lost or worked modified duties.

As per section 5.4, on lost time injury, only consider full scheduled workdays lost as lost workdays; partial days lost are considered modified work injury days. See Appendix B or C for further guidance on how to report the days lost.

### **7.1.3. Fatalities**

A fatality will be assigned 6,000 days lost in the month that the incident occurred. Deaths resulting from a chronic illness will not be assessed additional days lost if there has already been days lost associated with the initial reporting of the injury.

### **7.1.4. Revisions to SMA Monthly Reports**

In some cases an injury does not result in lost time or modified workdays immediately following the incident. However, lost time days or modified workdays may occur at some later date. The appropriate correction may be submitted for a period up to one year from the original incident date.

This may result in situations where the reported statistics may not match the statistics presented at the SMA Annual General Meeting. Everyone involved should understand that injury data is fluid, and the Annual Report is "how it looked" at the time the report was presented.

## **8. SMA Rating**

Outstanding safety performance over the past calendar year is recognized at the SMA Annual General Meeting. This recognition is based on the SMA rating calculated for each operation.

Those operations with a zero rating receive a SMA Safety Award, which is the highest form of recognition.

Operations with a SMA rating lower than both the median SMA rating for that year and the previous seven-year average median, will receive SMA Safety Achievement recognition.

Operations that have had a fatality on the site, regardless of the victim's employer, will not be considered for recognition for the year.

In order to be eligible for a SMA Safety Award or a recognition of their Safety Achievement a non-producing site or associate member may not have a lower

number of exposure hours than the producing site with the lowest exposure hours for the reporting year. For this purpose, “producing” means sites operating open pit, underground or solution mines as well as sites which are operating mills.

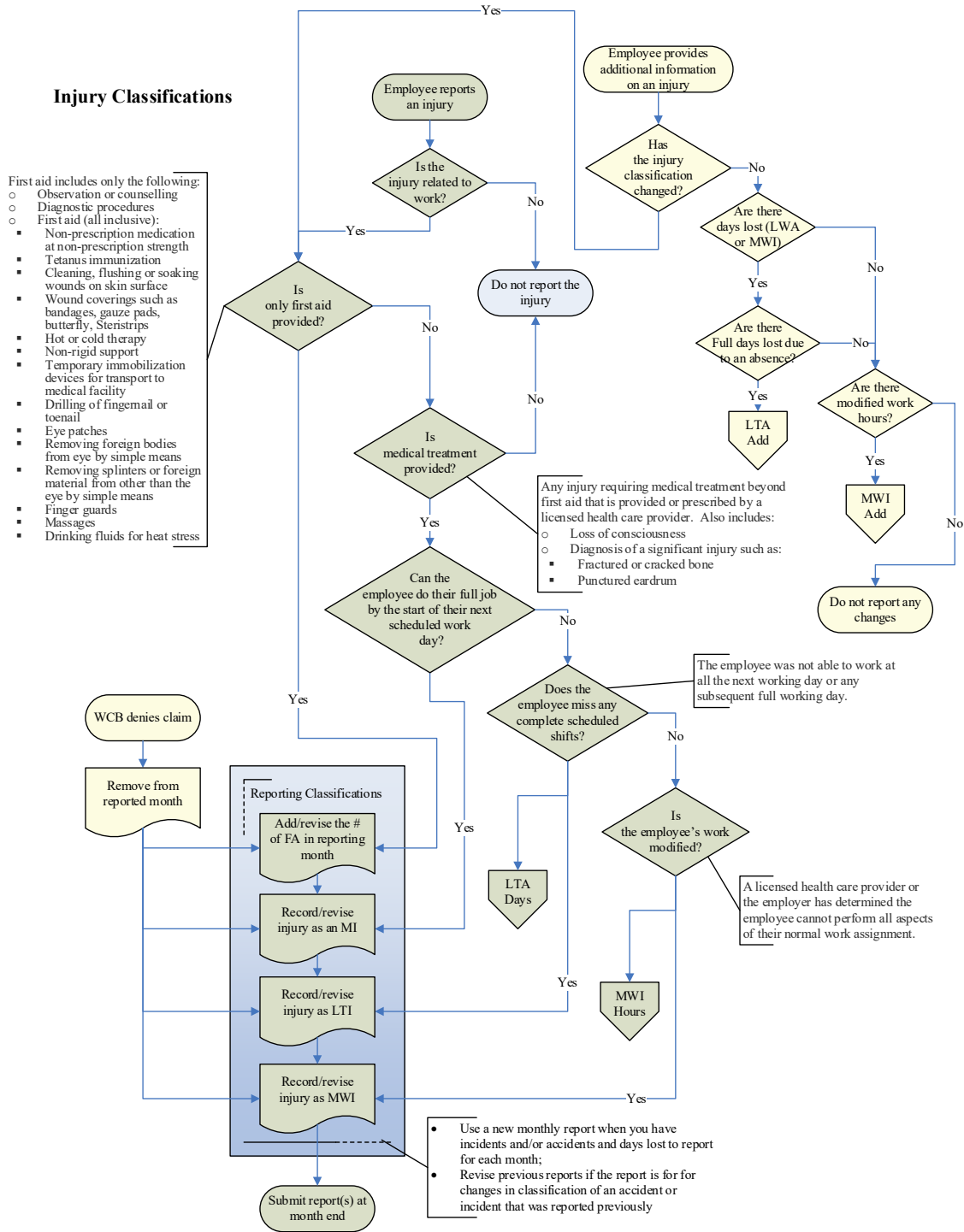
**9. Revisions to this Guideline**

This document will be reviewed every 3 years from its last renewal date by the SMA Safety Committee and the LRWS Chief Mines Inspector.

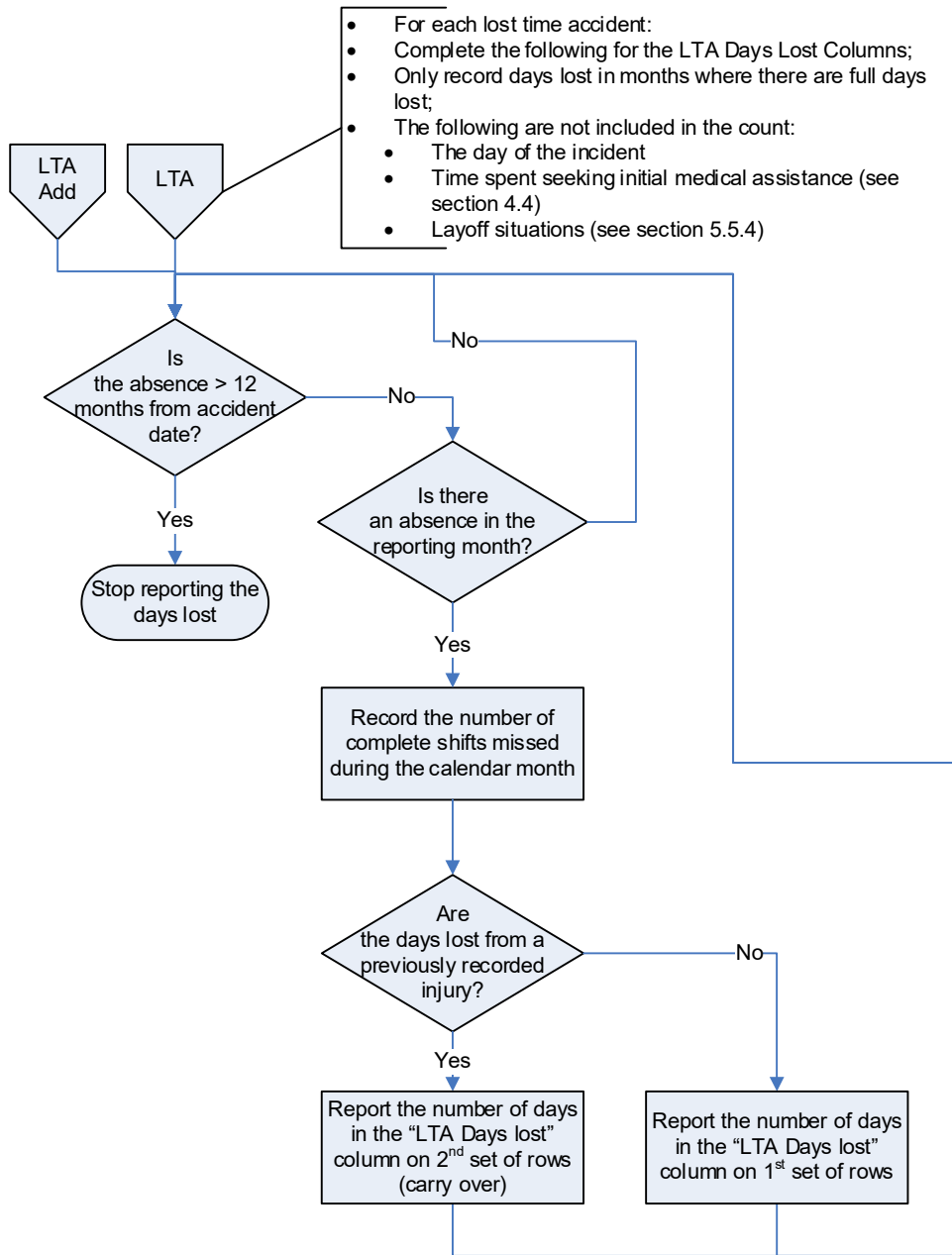
It may also be revised in between the renewal period if the SMA Safety Committee or direction from the LRWS Chief Mines Inspector deems it necessary; this revision would then be considered the most recent and the first sentence will then apply.

SMA initiated revisions require the approval of the SMA Board of Directors and the LRWS Chief Mines Inspector.

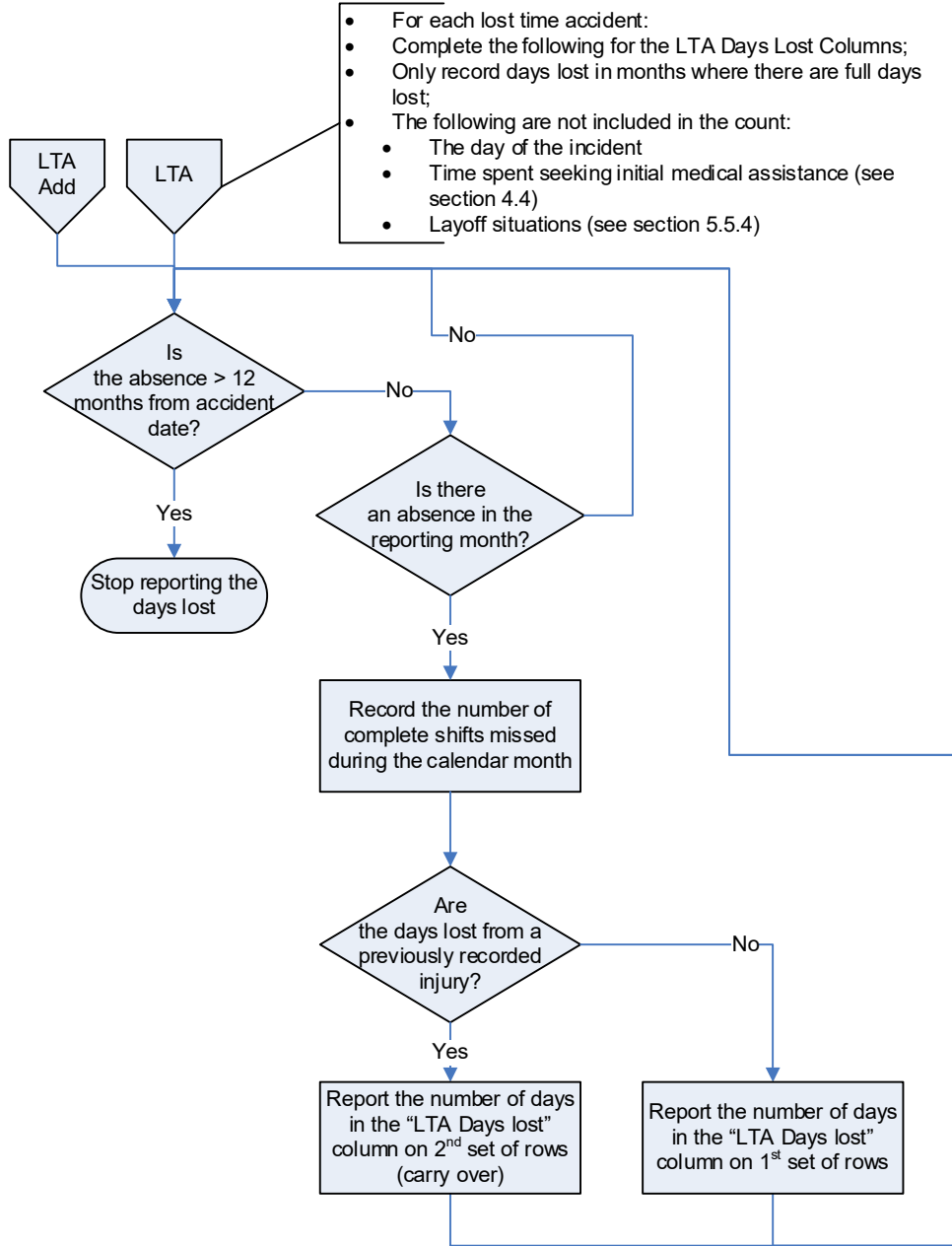
# Appendix A Injury Classifications



## Appendix B Lost Time Incident Days Lost Reporting





**Appendix C Modified Work Injury Days Lost Reporting**





## Appendix D LRWS/SMA – Monthly Injury Summary (example)

The following form is *MSU and SMA Incident Reporting Form Ver Jun 2018*. It is available from the SMA website [here](#) and comes in 2 file formats: *xlsx* and *xls*. The information and form are the same, only the file format it is saved in is different.

### XLSX File Format:

 Ministry of Labour Relations and Workplace Safety Occupational Health & Safety		8th Floor, 122 – 3rd Ave. N SASKATOON SK, S7K 2H6 Tel: 1-800-567-7233		Person completing this form: Email: <a href="mailto:mineaccidents@gov.sk.ca">mineaccidents@gov.sk.ca</a> Phone number: [Redacted] Site: [Redacted]		 SMA Mining Association																				
Company: [Redacted]		Number of First Aids (do not include contractors): [Redacted]		Average number of people employed during the month: Salaried: [Redacted] Hourly Rated: [Redacted]		Total hours worked in the month (do not include contractors): [Redacted]		Injury report for the month of: [Redacted]																		
Date of Injury (mm/dd/yy)	Name	Years of Experience	Loc	Occupation	Cause of Injury											Body Part					LTI Days Lost	MVI Days Lost	Comments			
					Struck against	Struck by	Fall to lower	Fall to same	Fall to higher	Caught in	Caught over	Caught between	Contact with equipment, machinery, or material	Other	Code	Head	Eye	Upper limb	Torso	Back				Lower limb		
Contractor Hours: [Redacted]		For Reportable Contractor Incidents -- only complete this section if you are reporting on behalf of your site contractors																				Include Company Name of Contractor in comment section				
Cargover (mm/dd/yy)	Name	LTI Days Lost	MVI Days Lost	Comments																						
Instructions for reporting data: "Location" use the drop down options: 1 for Production; 2 for Maintenance; 3 for Administration; 4 for Other For "Code" use the drop down options for: MI for Medical Incident; MVI for Modified Work Incident; LTI for Lost Time Injury; FAT for Fatality List LTI's & MVI's for the current month and carry over from previous months LTI's and MVI's - Use + to indicate cargover Refer to LRWS MSU and SMA reporting guide for definitions and reporting guidance																										
SUBMIT Instructions for submitting data to SMA: 1. Save the spreadsheet on your computer 2. Left-click the SUBMIT button 3. Attach the saved spreadsheet file 4. Send the e-mail												SUBMIT Instructions for submitting data to LRWS MSU: 1. Save the spreadsheet on your computer 2. Left-click the SUBMIT button 3. Attach the saved spreadsheet file 4. Send the e-mail														

### XLS File Format:

 Ministry of Labour Relations and Workplace Safety Occupational Health & Safety		8th Floor, 122 – 3rd Ave. N SASKATOON SK, S7K 2H6 Tel: 1-800-567-7233		Person completing this form: Email: <a href="mailto:mineaccidents@gov.sk.ca">mineaccidents@gov.sk.ca</a> Phone number: [Redacted] Site: [Redacted]		 SMA Mining Association																				
Company: [Redacted]		Number of First Aids (do not include contractors): [Redacted]		Average number of people employed during the month: Salaried: [Redacted] Hourly Rated: [Redacted]		Total hours worked in the month (do not include contractors): [Redacted]		Injury report for the month of: [Redacted]																		
Date of Injury (mm/dd/yy)	Name	Years of Experience	Loc	Occupation	Cause of Injury											Body Part					LTI Days Lost	MVI Days Lost	Comments			
					Struck against	Struck by	Fall to lower	Fall to same	Fall to higher	Caught in	Caught over	Caught between	Contact with equipment, machinery, or material	Other	Code	Head	Eye	Upper limb	Torso	Back				Lower limb		
Contractor Hours: [Redacted]		For Reportable Contractor Incidents -- only complete this section if you are reporting on behalf of your site contractors																				Include Company Name of Contractor in comment section				
Cargover (mm/dd/yy)	Name	LTI Days Lost	MVI Days Lost	Comments																						
Instructions for reporting data: "Location" use the drop down options: 1 for Production; 2 for Maintenance; 3 for Administration; 4 for Other For "Code" use the drop down options for: MI for Medical Incident; MVI for Modified Work Incident; LTI for Lost Time Injury; FAT for Fatality List LTI's & MVI's for the current month and carry over from previous months LTI's and MVI's - Use + to indicate cargover Refer to LRWS MSU and SMA reporting guide for definitions and reporting guidance																										
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## Appendix E List of Revisions

Revision Date	Version	Comments
Dec 2002	1	Initial Issue
December 17, 2012	2	<p>Following revisions to date:</p> <ul style="list-style-type: none"> <li>• Revision list, Table of contents, and major sections to body added</li> <li>• Revised who should report section</li> <li>• Revised “day” definition (section 4.4)</li> <li>• Replaced the word accident with incident to reflect current practices of the members</li> <li>• Injury frequency, severity, Competition Rating replaced with DART rates, and SMA Rating (sections 4.5, 4.6, &amp; 4.7) respectively</li> <li>• First Aid, Medical Incident, Lost Time injury classifications revised (section 5.1) to reflect and align (to a degree) with the US OSHA based reporting methods</li> <li>• Modified Work Injury revised to reflect current practice of the SMA members regarding the reporting of these types of injuries</li> <li>• References to Medical Consultation and Equivalent to Time Loss Incident removed from document</li> <li>• Licensed Health Care Provider definition added (section 5.5.1)</li> <li>• Removed the reference to “incidents should be reported as an ETL...” as this refers to the term that was removed (see above)</li> <li>• Moved and revised the references regarding layoff (section 5.5.4)</li> <li>• Removed the effective reference in data collection (section 6.0)</li> <li>• LTI and MWI days reporting (section 7.1.2) was revised combining references throughout the document</li> <li>• Cause, accident sources were removed from the report as there was no current value identified for tracking and reporting this information</li> <li>• Changed Competition rating to SMA rating throughout the document (included section 9.0)</li> <li>• Work Area revised to reflect current practices of the members</li> <li>• Appendices A through D were added to provide clarity</li> <li>• Appendix E was added to provide an historical account of the direction provided by the Chief Mines Inspector</li> <li>• Added the reporting of contractor injuries</li> </ul>
July 3, 2013	2.1	Provided clarification on contractor reporting. Added letter from CMI dated February 4, 2013. Revised the reporting form.
October 21, 2013	2.2	Revised contractor reporting requirements to reflect when they are to report to MSU and clarified who at site will be included in the report.
January 17, 2017	3	<ul style="list-style-type: none"> <li>• Removed letters of reference and references to them; the guide captures the direction that was provided in the letters</li> <li>• Clean up table of contents to include Appendices and minor formatting throughout the document</li> <li>• List of revisions moved to Appendix E and captured all the changes that occurred in the major revision</li> </ul>



December 4, 2020	4	<ul style="list-style-type: none"> <li>• Update the word workday to workday and work related to work-related</li> <li>• Revised section 3.3 Contractor Reporting to clarify that reporting is done on a commodity basis</li> <li>• Revise the definition to day to state when do sites start counting (move from section 5.3 &amp; 5.4) and when there is a delay in the initial treatment due to access/availability of the licensed health care provider.</li> <li>• Added a new definition: TRIR as 4.6; this caused a renumbering of 4.6 to 4.8</li> <li>• Added formulas to sections 4.6 to 4.8</li> <li>• Removed the not counting of the day of the incident from 5.3 &amp; 5.4</li> <li>• Added direction regarding counting of lost and modified workdays when a site closure is imposed</li> <li>• Revised Appendices to reflect current processes and forms</li> <li>• Adding a grouping requirement for when contractors are reporting</li> </ul>
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