

Manager Introduction

Safety Reporting System (SRS)

Healthy People, Healthy Saskatchewan

The Saskatchewan Health Authority works in the spirit of truth and reconciliation, acknowledging Saskatchewan as the traditional territory of First Nations and Métis People.

Safety Reporting System

As of Feb 1, 2026, this electronic patient safety incident reporting system is used by Saskatoon and some rural and north locations.

The system can be accessed through the SHA intranet—Forms & Policies—Patient Safety & Experience. The log in information is the same as your ehealth log in.

Managers/Designates and Directors for each location have been added to the system. You do not need to set up your account.

Staff may phone to report 306-655-1600 between 7 a.m. and 9 p.m. We encourage electronic incident reporting when possible.

See [SHA Policy Patient Safety Incident Immediate Response and Reporting Policy](#) for reporting requirements.

Instructions and posters for the SRS are available at [Departments & Programs —Patient Safety— Incident Reporting](#)

Use Edge Browser: The link to the incident will default to windows edge browser. SRS will lose formatting and some functions in Chrome: This is tied to the integrated log in.

To have a new manager or designate added to the system e-mail: Safety.Centre@saskatoonhealthregion.ca

Information on the process is on page 2.

Safety Reporting System

The SRS system e-mails leaders when an incident report is submitted. The incident will go to the leader for department within the facility. It may also go to other leaders who are involved such as shared departments/ medication specialists/ falls specialist. The email includes the Event Date, Event Type, Event Severity Level.

Directors will be notified of Code 3, 4, & 5 incidents and Code 0 -2 that are potential 4 & 5.

Safety Centre Coordinators will receive and review all submitted incidents and may edit the severity code/site/department. E-mails may be sent to leaders as these changes occur.

Upon receiving email notification of a reported incident Managers/designates can click the link in the email to bring up the incident (called event in the system): The link will only work once. Managers can log into the system and view all recent events if they review events once a day.

Any managers/designates included in notifications or who have access to the department can close the incident.

A list of who has been notified, whether they have viewed/edited the incident and their role in the report is available in the notifications section of the report.

Code 3-5 have mandatory questions based on event type to close the incident.

Any closed incident can be accessed by leadership team if required: An audit trail will provide who accessed the incident, who closed the incident and when they closed it.

SRS will notify leaders when an incident has been changed or re-opened.

Instructions for leaders on how to navigate the SRS system: [Patient Safety Intranet page](#).

Posters to Advertise to Staff and an instruction sheet on how to report an incident: [Patient Safety Intranet page](#).