

What is a WSR*

*Workload Staffing Report

What is a WSR:

- ❖ The WSR is a form a nurse can complete to bring forward unresolved workload and staffing concerns they have identified to the employer.
- ❖ The WSR is a legal document that provides a tool to jointly problem-solve between union and employer.
- ❖ The WSR, when completed, holds employer and management accountable to concerns and safety issues raised regarding the unit identified.
- ❖ The WSR is a way of protecting the nurse(s) working during an identified situation. The employer becomes responsible for explaining and responding to the concerns and unsafe situations that are identified in the form.

When to fill out a WSR:

- ❖ The manager or supervisor must be told that a WSR is being filled out.
- ❖ The manager or supervisor cannot tell a nurse they cannot complete the form or threaten a nurse with retribution if they complete the form.
- ❖ See poster “when to fill out a WSR” for guidance.

Who fills out a WSR:

- ❖ Any nurse on the unit, one or all can sign (even the charge nurse).

How to fill out a WSR:

- ❖ Online via the MNU portal is the best way to complete a WSR. Paper forms can also be completed with copies forwarded to the Worksite 5 office at 704 – 400 Tache Ave.
- ❖ You can do it on a computer or cell phone and it can be completed during shift or at home.
- ❖ To complete online via the MNU Portal you need to know your MNU member number, your portal password and the name and email address of the manager/supervisor who is responsible for the shift and that you advised you would in advance that you were completing the form.
- ❖ You can save as a draft and continue working on it if you need to walk away from the form.
- ❖ You will get an email to confirm the submission.

Things to note:

- ❖ You must have a conversation with the manager/supervisor allowing them an opportunity to correct the situation.
- ❖ Remember PHIA – no identifying information about patients
- ❖ Fill in as much info as possible, more the better

If patient care compromised a RL6 needs to be filled out, and include the RL6 incident number in the WSR

These forms help to construct accountability, identify patterns in a unit, collect data, and help to facilitate change for future.