



SAFE WORK



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Reporting Serious Incidents Guidelines for Educational Institutions

When a serious incident occurs at a workplace, the employer is required to notify the Workplace Safety and Health Division **immediately**, by the fastest means of communication possible.

What is a serious incident?

A serious incident is defined as one:

- in which a worker is killed;
- in which a worker suffers
 - an injury resulting from electrical contact,
 - unconsciousness as the result of a concussion,
 - a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot,
 - amputation of an arm, leg, hand, foot, finger or toe,
 - third degree burns,
 - permanent or temporary loss of sight,
 - a cut or laceration that requires medical treatment at a hospital, or
 - asphyxiation or poisoning; or
- that involves
 - the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
 - an explosion, fire or flood, an uncontrolled spill or escape of a hazardous substance, or
 - the failure of an atmosphere-supplying respirator.

Note: Please see page 2 for specific reporting requirements.

What information needs to be provided?

When reporting an incident, the following information should be provided:

- (a) the name and address of each person involved in the incident;
- (b) the name and address of the employer, or any other employers involved;
- (c) the name and address of each person who witnessed the incident;
- (d) the date, time and location of the incident;
- (e) the apparent cause of the incident and the circumstances that gave rise to it

If you realize that any of the above information you provided was incorrect or incomplete, you must immediately contact the Workplace Safety and Health Division again with the new information.

The scene of the incident must not be disturbed:

The scene of an incident must be preserved for at least 24 hours after the Workplace Safety and Health Division has been notified. No equipment or materials that were involved in an incident may be altered or moved, unless it is necessary to free an injured or trapped person or to avoid creating additional hazards.

(See over)

Workplace Safety and Health Division Contact Information:

Winnipeg: (204) 945-3446
Toll-Free: 1-866-888-8186 (Manitoba only)
24-Hour Emergency Line: (204) 945-0581

Publications/resources available at: www.safemanitoba.com



Reporting requirement clarifications:

The following information is intended to clarify the requirements of reporting serious incidents:

- When electrical contact results in a worker(s) being transported to hospital.
- When burns result in a worker(s) being transported to hospital.
- When a fire or flood results in a worker(s) injury.
- When failure of an atmosphere-supplying respirator results in a worker(s) injury.

Specific reporting requirements for Educational Institutions:

All serious incidents (as defined on the previous page) involving vocational or industrial arts programs should be reported to the Workplace Safety and Health Division.

The following types of incidents do not have to be reported:

- Student injuries from playground equipment
- Student injuries in gymnasiums or other recreational activities (sports)
- Student slip and fall injuries

Reporting serious incidents contact information:

Phone: 945-0581
Toll-free in Manitoba: 1-866-888-8186

A Safety and Health Officer is available 24 hours a day, 7 days a week to respond to your emergency calls.

Reference to legal requirements under workplace safety and health legislation:

- General Duties: Manitoba Regulation 217/2006 Part 2

Additional workplace safety and health information available at www.safemanitoba.com