

An incident is an occurrence, condition or situation that happens during the course of work that results in or could have resulted in injuries, illnesses, damage to equipment, material or property. But how do you know what to report? The following incidents are commonly used for reporting purposes:

Types of Incidents	
Near Miss	An event that could have resulted in an injury or damage but did not.
First Aid	An injury that can be treated at the workplace without requiring loss of work time.
Recordable	A work-related injury that requires medical treatment beyond first aid, time away from work, or may require restricted work.
Serious Incident	An incident that is required by law to be reported to Manitoba Workplace Safety and Health.
Property Damage	Unintentional destruction, breakage or impairment of physical assets, equipment, structures or materials belonging to the workplace.
Environmental	Any situation where a harmful substance (solid, liquid, or gas) is released (willingly or otherwise) into nature, potentially causing harm to ecosystems, wildlife, and humans.

Why is it Important to Report them?

The purpose of reporting an incident is to implement corrective actions to prevent the same incident from recurring.

Additionally, some incidents have legal reporting requirements. Serious incidents must be reported to Manitoba Workplace Health and Safety, and injuries requiring time away from work must be reported to the Workers Compensation Board of Manitoba.

DID YOU KNOW?

For every serious injury there are 600 near misses. Reporting near misses can stop a serious injury before they even happen.

You Should Know

1. Reporting an incident will never result in punitive action. You will never be disciplined for reporting an incident.
2. Reporting can be done anonymously.
3. Safety is everyone's responsibility.



Demonstrate

What will happen when the worker reports the incident? Show where to find the incident report, which areas need to be completed, and who to submit it to.

Discussion

Give a workplace-specific example for each incident type or ask workers to give examples of incidents (near miss, first aid, property damage).

Explain what happens after an incident gets reported. How are corrective actions determined (using the hierarchy of controls, when an investigation takes place (all incidents or only certain incidents), who is involved in these processes (the safety committee), and what is their role?

