

## Serious Incident Reporting

What's the Danger? Serious workplace incidents can have devastating consequences. Workers and employers must understand what qualifies as a serious incident, the reporting requirements, and the necessary steps to take. Prompt reporting ensures compliance and helps prevent future incidents. Employers or a designated person must immediately notify the Workplace Safety and Health Branch using the fastest available communication method.

### What is a Serious Incident?

Part 2.6 of the *Workplace Safety and Health Regulation* defines serious incidents as when:

- a worker is killed while performing his duties
- a worker suffers:
  - an injury from electrical contact
  - unconsciousness as the result of a concussion
  - a fracture of his/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 (as defined in The Health Services Insurance Act)
  - asphyxiation or poisoning
- there is a collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation
- there is an explosion, fire or flooding
- there is an uncontrolled spill or escape of a hazardous substance
- there is a failure of an atmosphere-supplying respirator

### Safety Tips

- ✓ Preserve the incident scene for 24 hours after notifying Workplace Safety and Health.
- ✓ Do not move equipment/materials unless necessary for rescue or hazard prevention.
- ✓ Investigate the incident as soon as practical after treatment and scene security.
- ✓ Include committee co-chairs, a worker representative, or a non-management worker in the investigation.
- ✓ Ensure investigators are trained and qualified.
- ✓ Communicate corrective actions to workers and follow up on effectiveness.
- ✓ Preserve all investigation records.

### Reporting serious incidents contact information:

Phone: 204-957-SAFE (7233)

Toll-free in Manitoba: 1-855-957-SAFE (7233)

A safety and health officer is available 24 hours a day, 7 days a week, to respond to your emergency calls.

Please contact S2SA with any questions or concerns!

✉ info@s2sa.ca ☎ 204-779-8296



## Discussion

What information needs to be provided? The employer or a designated person must provide WSH with the name and address of each person involved in the incident, the name and address of the employer and each person who witnessed the incident, the date, time and location of the incident, the apparent cause of the incident and other information regarding the incident that WSH may inquire about.

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

## Manitoba Workplace Safety and Health Act and Regulation

Part 2 - General Duties (2.6-2.9 Serious incidents at workplace)

### Workers Involved in this Safety Talk

Date: \_\_\_\_\_

Name	Signature

Name	Signature

### Notes

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