



### REPORTING SERIOUS INCIDENTS

Developed by:	Approved by:	Date created:	Last revision:
Elite Safety Services	Ryan Adams Kyle Cumming	January, 2016	October 12, 2023
Possible Hazards Present	Personal Protection Required	Additional Training	
<ul style="list-style-type: none"> <li>- Serious injury or death</li> <li>- Minor to Major equipment, facility damage</li> <li>- Environmental hazards</li> </ul>	<ul style="list-style-type: none"> <li>- PPE required is dependent upon the situation and task.</li> </ul>	<ul style="list-style-type: none"> <li>- PPE</li> <li>- WHMIS</li> </ul>	

#### REPORT INCIDENT

1. Provide first aid and call 911.
2. **Secure the incident scene to preserve evidence. The scene must not be disturbed until WSH has been notified and has released the scene. If WSH will conduct an investigation, they may require the scene be preserved for at least 24 hours after notification.**
3. Notify your supervisor and/or senior management.
4. Report incident to WSH as soon as possible (1-855-957-7233 or 204-957-7233, Option-1)
5. Provide WSH with name/address of each person involved, each witness, and other pertinent information as requested.
6. Notify the Occupational Health & Safety Committee/Representative.
7. Conduct incident investigation as soon as practicable after casualty(ies) have been treated and the scene has been secured.
8. Collect and document information. (Ex: take photos/draw diagrams of the scene, gather equipment manuals, inspections, maintenance records, etc.)
9. Take statements, speak to witnesses/bystanders, etc.

#### WHAT IS A SERIOUS INCIDENT?

- A worker is killed while performing duties.
- A worker suffers:
  - Injury from electrical contact.
  - Unconsciousness as the result of a concussion.
  - Fracture of the 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.
  - Cut or laceration that requires medical treatment at a hospital.



- Exposure to substances that result in asphyxiation or poisoning.
- Collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation.
- Explosion, fire, or flooding.
- Uncontrolled spill or escape of a hazardous substance.
- Failure of an atmosphere-supplying respirator.

**EMPLOYER RESPONSIBILITIES**

**REPORTING**

The employer must ensure:

- Report serious workplace incidents immediately to the Workplace Safety and Health Branch (WSH) as required by Manitoba’s Workplace Safety and Health Regulation, Part 2.7.
- Contact WSH 24 hours/day, 7 days/week to report serious incident, injury/fatality.
- 1-855-957-7233 (Toll-Free Manitoba), Select ‘Option-1’
- 1-204-957-7233 (Winnipeg), Select ‘Option-1’.

**FIRST AID**

- First aid is provided to casualties.
- Call 911 for medical aid.
- Secure the incident scene to preserve evidence.
- Report any new information regarding the incident to WSH immediately.

**INVESTIGATE**

- Investigate the incident—collect and analyze the data, identify root causes.
- Report findings and recommendations.
- Develop corrective action plan.
- Implement Plan.
- Evaluate effectiveness of corrective action plan.
- Make changes for continual improvement.

Documentation/Legislation  
Workplace Safety and Health Regulations,  
2022

Part 2.6—Serious Incidents at Workplace  
Part 2.7—Notice of Serious Incident

**This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.**



**Consider the following after an incident occurs:**

- Provide First Aid (if required, designate someone to call 9-11)
- Freeze the scene - it is important to ensure that no further injury/illness can occur.
- If 9-11 is not needed, is transportation for this worker required? If yes, how is this person being transported to the hospital? Who is accompanying them?

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- Notify J&G Senior Management (Project Coordinator/Superintendent)
- Report the Incident to Workplace Health & Safety at 1-855-957-7233 with the following information:

(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. \_\_\_\_\_

- Secure the scene – make sure that all evidence is secure and can not be disturbed.
- Conduct the Incident Investigation

Don't move anything until Workplace Safety and Health **and** Jacobson and Greiner Safety Department gives clearance to do so. If you are unsure on how to proceed, contact your supervisor for further direction.