STEPS FOR REPORTING INCIDENTS/NEAR MISSES/INJURIES

Students:

1. Go to MSBA and report the incident with the below link

   https://www.hubinternational.com/programs-associations/manitoba-school-boards-association/

2. Fill out form on K: drive Student Incident reporting form and submit to
   a. Superintendent
   b. Co-chairs of WSH committee
   c. Provincial WSH if a serious injury (explanation of serious injury on form)

Employees/Volunteers:

1. Go to MSBA and report incident with the below link

   https://www.hubinternational.com/programs-associations/manitoba-school-boards-association/

2. Fill out form on K: drive Incident Investigation Form and submit to
   a. Superintendent
   b. Co-chairs of WSH committee
   c. Provincial WSH if a serious injury (explanation of serious injury on form)
   d. Payroll and Benefits (Division Office) must be notified and will call WCB if the Staff Support worker has lost time from work, received medical treatment or situations where the worker has been exposed to harmful substances. The only exception to this is a teacher or substitute teacher covered under MTS which are not covered under WCB. Incidents must be reported under the above conditions for WCB within 5 days and will be reported by Payroll and Benefits.

Investigations

All serious investigations will be brought to the WSH committee at their next meeting.

What needs to be investigated? Who performs the investigation?

1. Investigation of worker safety and health concerns
   (Supervisor/Committee members) Section 40(10)(b)

2. Investigation of serious incidents
   (Co-chairs and/or designates) Part 2.9 (1)

3. Investigation of incidents and dangerous occurrences
   (Co-chairs and/or designates) Part 2.9(1)

4. Investigation of right to refuse incidents
   (Supervisor/Committee members) Section 43(3)

5. Investigation of violent incidents or threats
   (Employer as per Part 11 – maybe co-chairs as per Part 2.9(2)

6. Investigation into workplace harassment
   (Employer as per Part 10.)

Note all serious incidents such as lockdowns, hold and secures related to the school will also need to be reported to the province by the employer.

All schools will look to develop investigation kits and the steps of the serious investigation (discrimination and violence steps are already in procedure) will follow the below steps:



Investigation of serious incidents can follow this template: Investigation Report

Discrimination and Harassment Procedure Steps

1. Follow the guidelines on the admin procedure on our website below:

https://media.svsd.ca/docs/7fbcb6c9-d882-4136-91b8-d990311d2d0a_205-discrimination_and_harassment.pdf

Violence Incident Reporting Form for Staff

1. Fill out the form on the K drive: Violent Incident Report and submit to:
    a. Principal (who will submit to division)
    b. Keep a copy for yourself

All violent incident reports will be reported to WSH and SVSD will provide annual report to SVTA on violent incident reports

2. If any serious injury to an employee occurs due to a violent incident follow the steps above for reporting incidents/injuries at the workplace to employees/volunteers