

## Incident Reporting Administrative Procedure

The *Incident Reporting Procedure* is intended to provide direction on the procedure to follow should a workplace accident/incident occur. Ensuring all incidents are reported and investigated will increase our overall readiness to identify and resolve workplace safety issues, reduce workplace injuries and increase efficiency.

Swan Valley School Division requires their staff to follow the correct reporting procedure of any workplace incidents and will strive to prevent any potential workplace injuries through implementation of safety and health administrative procedures and programs.

An incident is defined as an occurrence, condition or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health or facilities as per Canadian Centre for Occupational Health and Safety.

SVSD requires that any workplace accident / incident be reported immediately including;

- Serious incidents
- Accidents that will result in injuries that require time lost from work
- Accidents that result in injuries that require medical assistance
- Incidents resulting in damage to equipment, materials or property
- Near Misses; incidents that could have resulted in a fatality, serious injury or property loss

This includes incidents involving school staff, students, visitors, volunteers, school sponsored trips, contractors and divisional vehicles.

### Employer Responsibilities

- Ensure all accidents resulting in injury, medical treatment is investigated
- Ensure all dangerous occurrences that had the potential to cause a serious incident are investigated
- Support the investigation of all serious incidents as soon as reasonably practical
- Report all injuries to the Workers Compensation Board within 5 business days
- Report serious incidents to Workplace Safety and Health as soon as possible

### Supervisor Responsibilities

- Investigate all reported incidents to determine factors contributing to the incident
- Including workers and WSH representative in the investigation
- Provide the WCB employers report to Payroll and Benefits to ensure all injuries are reported to the Workers Compensation Board within 5 business days
- Implement corrective actions recommended as a result of the investigation
- Ensure all incidents that **may be** considered serious are reported to the Superintendent and WSH immediately to ensure all serious incidents are reported to Workplace Safety and Health as soon as possible

## **Staff Responsibilities**

- Report all near misses and incidents including injuries as soon as possible within 24 hours to their supervisor
- Participate in incident investigations
- Fill out required forms when an injury occurs as provided by SVSD and on-site supervisor

## **Trades Instructors**

- Report all near misses and incidents including injuries as soon as possible to the principal
- Investigate all near misses and incidents under principals' instruction
- Identify corrective actions
- Participate in the implementation of corrective actions

## **Types of Incidents to be Reported and Investigated**

### **Construction and Trades Incident**

- Any incidents or accidents are required to be **reported directly to the SVSD Maintenance Supervisor** and an Incident Report Form must be completed. The Maintenance Supervisor will notify the Superintendent and Secretary Treasurer immediately. Notify the SVSD WSH Officer if applicable.

### **Divisional Vehicle Accident**

- Vehicle accidents must be reported immediately to your supervisor and to the **SVSD Transportation Supervisor**. The Transportation Supervisor will notify the Superintendent and Secretary Treasurer immediately.
- The employee driving the division vehicle will notify MPI as soon as possible. MPI will notify you if a police report must be completed.
- The WSH committee member or representative on site and the immediate Supervisor to the injured worker (s) with guidance from the SVSD Workplace Safety & Health Officer will initiate the incident investigation. Direct, indirect, and root causes will be determined and corrective actions will be recommended to prevent further incidents.

### **Discrimination and Harassment Incident**

Unequal treatment and comments which ought to have been known as unwelcome are considered discrimination and harassment.

*Follow the AP:205 Discrimination and Harassment procedures for incidents involving harassment*  
[7fbc6c9-d882-4136-91b8-d990311d2d0a\\_205-discrimination\\_and\\_harassment.pdf](https://www.svsd.ca/7fbc6c9-d882-4136-91b8-d990311d2d0a_205-discrimination_and_harassment.pdf) (svsd.ca)

**Violent Incident**

Violence is defined as the attempted or actual exercise of force against a person and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person. Examples of violent behavior includes threats, gestures, thrown objects, and assault.

Follow [AP: 216 Violence Investigation Procedures for Incidents involving Violence](#)

**Manitoba Education and Early Childhood Learning - Serious Incidents**

Types of incidents required to be reported to Manitoba Education and Early Childhood Learning

- Lockdown / Hold
- Abduction/Attempted Abduction
- Assault
- Bomb Threat
- Car/Pedestrian Accident
- Chemical/Natural Gas Emergency
- Cyber Attack
- Fatality
- Fire
- Harassment (reference AP:205)
- Injury/Medical Injury
- Intruder
- Robbery
- School Bus Accident – See school bus manual
- Student Missing
- Threat in the Community
- Threatening Behavior
- Unauthorized Disclosure of Personal/Health Information
- Vandalism
- Violence (reference AP:216)
- Weapon

## Reporting Requirements

- **Incident Report Form**
  - Clevrcloud.ca/clevr
  - All incidents must be reported on Clevr
  - Ensure Incident Report Forms are automatically forwarded to the Superintendent, Workplace Safety and Health Officer and the Workplace Safety and Health Committee Co-Chair via Clevr
- **Manitoba School Boards Association Hub International Reporting**
  - Support staff injuries and student injuries must be reported to the MSBA Hub International [Manitoba School Board Association | HUB International](#)
- **Workers Compensation Board of Manitoba**
  - Supervisor to fill out Employer Injury Report if a staff member required medical treatment in any form including; ambulance, emergency department or other professional services and/or has a lost time injury.
  - Support Staff with lost time injuries will report their injury to WCB
  - All WCB Reports to be forwarded to Payroll and Benefits at the Division Office AUTO SHARE
- **Manitoba Education and Early Childhood Learning**  
[Manitoba Education and Early Childhood Learning Serious Incident Report/Rapport d'incident grave du ministère de l'Éducation et de l'Apprentissage de la petite enfance du Manitoba \(smartsheet.com\)](#)  
  
SVSD Superintendent or Student Services will report any applicable incidents to Manitoba Education and Early Childhood Learning after notified from the submitted incident report.

### Incident Investigation Steps

1. Contact the immediate Supervisor of the location where the incident occurred and WSH Worker Committee Member so that a joint investigation can be conducted (even if the injured worker is not available). The SVSD WSH Officer can be contacted if they would like assistance during the investigation.

Complete the Incident Report Form to gather all available information such as:

- How did accident occur?
- Names of witnesses.
- Objects, equipment, parts or substances involved in accident.
- Maintenance records.
- Is there a safe work procedure for the work being performed?

- Was procedure being followed?
- Did worker receive safety training for work being performed?

2. Identify direct, indirect and root causes.

3. Determine and implement temporary or, if possible, long term corrective measures to address root causes before re-starting the process.

4. Complete the incident investigation form on Clevr. Once submitted, the report will be forwarded to all applicable persons.

5. Ensure that copies of all records reviewed (training records, maintenance records, work procedures, toolbox talks, equipment drawings) are attached to the incident report.

6. Schedule follow-up meeting to review effectiveness of the temporary and long-term corrective measures implemented.

Corrective actions and underlying causes will be communicated during toolbox talks or staff meetings. Incident reports will be reviewed with the Workplace Safety & Health committee during quarterly meetings to educate workers on risks in the workplace and discuss any further corrective actions. The goal of reporting incidents is to find out the cause to prevent similar incidents from occurring in the future. Incident investigations are fact finding.

## **Workplace Safety & Health Serious Incident**

The Swan Valley School Division defines a serious incident in the same way as the Provincial Workplace Safety and Health Division.

Under Manitoba Regulation 108/88R, section 2, such notification must take place immediately after a serious incident, using "the fastest means of communication available."

**If the extent of injury is unclear but it appears that the potential exists that the injury may fall under the serious incident definition, treat the accident as a serious incident.**

### **Definition: "serious incident"**

**2.6** In sections 2.7 to 2.9, "**serious incident**" means an incident

- (a) in which a worker is killed;
- (b) in which a worker suffers
  - (i) an injury resulting from electrical contact,
  - (ii) unconsciousness as the result of a concussion,
  - (iii) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot,
  - (iv) amputation of an arm, leg, hand, foot, finger or toe,
  - (v) third degree burns,
  - (vi) permanent or temporary loss of sight,

(vii) a cut or laceration that requires medical treatment at a hospital as defined in *The Health Services Insurance Act*, or

(viii) asphyxiation or poisoning; or

(c) that involves

(i) the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or evacuation

(ii) an explosion, fire or flood,

(iii) an uncontrolled spill or escape of a hazardous substance, or

(iv) the failure of an atmosphere-supplying respirator.

### **SERIOUS Incident Investigation Steps**

1. When notified of a Serious incident, the Supervisor shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Provincial Safety and Health Officer.
2. **The Supervisor will contact the Superintendent, the SVSD Workplace Safety & Health Officer** and the Workplace Safety and Health Committee Co-Chair so that a joint investigation can be conducted of the accident with that person once the injured team member is removed from the scene and it is safe to enter the accident area.
3. The SVSD WSH Officer will call to report the serious incident to Manitoba Labour and Immigration – Workplace Safety and Health Division. Tell the operator that you are reporting a serious incident. You will need to provide:
  - The name of the injured worker.
  - Time of the accident.

An Officer will call you back, so be sure that you leave a number you can easily be reached on. Keep detailed notes as to the times of all calls, the name of the Officer(s) you talk to and details of the discussions.

4. If the root cause(s) of the accident and corrective action(s) are identified, review these once the Officer calls you back. Have the safety committee representative present to talk with the Officer to confirm what has taken place. Often the Officer will release the scene if the safety committee member confirms that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.
5. If the Officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the Officer decides to investigate immediately, the accident scene must then remain secured until the Officer has completed their investigation. Continue to follow-up to ensure the accident scene remains secured and nothing is moved. Arrange to have copies of all relevant documentation such as training records, maintenance records, work procedures, etc. available for the Officer when they arrive.