



Team Name: WS&H Program	Reference Number: ORG.1513.PL.005
Team Lead: Regional Manager-WS&H Program	Program Area: Human Resources
Approved by: Vice President Human Resources	Policy Section: Workplace Safety & Health
Issue Date: February 6, 2018	Subject: Reporting and Investigating Serious Workplace Safety and Health Incidents
Review Date:	
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POLICY SUBJECT:

Reporting and Investigating serious Workplace Safety and Health (WS&H) Incidents

PURPOSE:

This policy ensures timely and accurate reporting and investigating of all serious WS&H incidents and corrective action plans are developed and implemented for each serious incident, as required complying with the Workplace Safety and Health Act, W210 and Part 2 of the Workplace Safety and Health Regulation 217/2006.

BOARD POLICY REFERENCE:

Executive Limitations (EL3) Treatment of Staff

POLICY:

- All serious workplace incidents shall be reported to Manitoba Labour-Workplace Safety and Health (WS&H) Branch immediately after they occurred.
- The location/area of the incident should be secured with no equipment or materials involved in the incident moved until ordered or directed by the WS&H Branch-Safety and Health Officer. An exception would be made if a patient/client or employee was in harm's way or in creating an additional hazard.
- All serious injuries involving employees will be reported through the regional Occurrence Report ORG.1810.PL.001.FORM.01.

DEFINITIONS:

Incident Investigation Team: A team or individuals responsible to investigate serious incident in the workplace. This team may include but not limited to:

- Department/program Director/Manager or designate
- A management and a worker representative of the local WS&H committee (if available). Note: If WS&H committee representatives are not available at the time of the serious incident investigation, a management and worker representative of the site/department/program must be available to investigate.
- Regional Manager- WS&H Program or designate
- The Workplace Safety and Health Branch (Manitoba Labour)
- Any other expert as required.

Serious Injury or Illness/Incident: Any serious injury or illness occurring at the workplace as defined by Part 2 of the Workplace Safety and Health Regulation M.R. 217/2006. These incidents include:

- In which worker is killed

- In which a worker suffers
 - An injury resulting from electrical contact
 - Unconsciousness as the result of a concussion
 - A fracture of his or 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, or
 - Asphyxiation or poisoning, or
- That involves
 - The collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation
 - An explosion, fire or flood
 - An uncontrolled spill or escape of a hazardous substance, or
 - The failure of an atmosphere-supplying respirator

PROCEDURE:

1. Following a serious incident the Occurrence Report (ORG.1810.PL.001.FORM.01) is completed (including Section C Staff Injury Form) and the process outlined within the report is followed including: immediate notification of site/facility/program Director, Senior Leader On Call, WS&H Branch (Manitoba Labour), Regional Manager-WS&H Program or designate.
2. The Department/Program Director or designate completes the Workplace Safety and Health Investigation Summary Report in consultation with members of the Incident Investigation Team.

SUPPORTING DOCUMENTS:

ORG.1810.PL.001.FORM.01	Occurrence Safety Event Report
ORG.1810.PL.001.SD.01	Occurrence Safety Event Report-Resource Guide Tool
ORG.1513.PL.004.FORM.02	Workplace Safety and Health Committee Investigation Summary Report

REFERENCES:

The Manitoba Workplace Safety and Health Act, W210, Part 2 of Manitoba Workplace Safety and Health Regulation 217/2006 and Work Safe Bulletin No. 286 Reporting Serious Incidents Guidelines for Hospitals.