



Administrative Procedure 5145

Workplace Accident Reporting

Board Governance Policy Cross Reference: [1](#), [11](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Workplace Safety and Health](#)

[Workplace Safety and Health - Investigating Workplace Incidents and Refusals to Work](#)

[Workplace Violence Prevention](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Workplace Safety and Health Act](#)

Date Adopted: May 2000

Amended: December 2017

A safe environment for employees is an objective of the Brandon School Division. In recognition that accidents do occur in spite of the best efforts and due diligence of Division employees, and in compliance with the requirements of the *Manitoba Workplace Safety and Health Act*, the following accident reporting procedures shall be followed.

All injuries to employees at work shall be reported promptly through the Western Financial Employee Accident reporting system. The Secretary-Treasurer or his/her delegate is then responsible for ensuring that when necessary, a proper investigation is conducted and all concerned parties are advised.

Serious Accidents

In the event of a serious accident there are additional requirements. The School Leader or Supervisor shall report the accident to the Secretary-Treasurer immediately after the injured employee is cared for.

An accident is considered to be serious if it results in any of the following:

- Death
- Internal Hemorrhage
- Loss of sight
- Poisoning

- Unconsciousness resulting from
 - Concussion
 - Electrical contact
 - Asphyxiation
- Amputation
- Fracture of a major bone
- Third degree burns
- Any injury resulting in paralysis
- Cuts requiring hospitalization or time off work
- Any other injury likely to endanger life or cause permanent disability

Serious injuries, as defined above, shall be reported by the Secretary-Treasurer to the Workplace Safety and Health Branch “by the fastest means of communication available” and no equipment or materials involved in such accident may be moved, unless it is necessary to release an injured person, or to avoid creating additional hazards.

If, as a result of an accident or in the belief that an accident might occur, an employee believes some safety precautions should be taken in a Division facility the employee should communicate that concern to the School Leader or Supervisor who, in turn, should report same to the Supervisor of Facilities. The Supervisor of Facilities will then be responsible to ensure that the circumstance is investigated and that appropriate steps are taken to eliminate, if possible, or diminish the risk.

Where appropriate in the circumstances of an accident resulting in a serious injury to an employee, the Senior Administration may refer the incident to the Division’s Tragic Events Support Team. The Division’s Safety and Health Committee shall be informed at the earliest opportunity. Accidents shall be reported at the Division Safety and Health Committee meetings and shall form as part of the official minutes, which shall be circulated for the information of Trustees at Regular Board Meetings.