



## Accident Reporting Procedure

The following is WSD's standard procedure for reporting serious accidents; for further information on these procedures, call SHARP at (204) 789-0492.

All serious accidents must be reported by the quickest means possible to the Manitoba Workplace Safety and Health Division. The following are considered serious accidents as defined by the Workplace Safety and Health Act and Regulations:

- Death
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- Injury from electrical contact
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- Unconsciousness resulting from concussion
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- Fracture of a major bone
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- Amputation

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- • Third degree burns
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- • Loss of sight
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- • Cuts requiring hospitalization
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- • Asphyxiation or poisoning
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- • Collapse or structural failure of a building or structure
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- • An explosion
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- • Fire
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- • Flooding
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- • An uncontrolled spill or escape of a hazardous substance

**The following procedure must be carried out should a serious accident occur in your facility:**

- • Administer first aid to the injured person and call 911 if required following the appropriate Winnipeg School Division Policy;
- • Immediately secure the scene allowing nobody in the area;
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- • Immediately call the Provincial Workplace Safety and Health Division at 204-945-3446;
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- • Immediately call the Winnipeg School Division's Workplace Safety and Health Officer at 204-789-0408 or 204-789 0488;
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- • Follow the direction given by the Manitoba Safety and Health Division;
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- • Initiate a formal investigation using the Supervisor's/Administrator's Investigation form;
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- • Complete an Employees Accident Report form and forward to the Human Resources Department by the quickest means possible;
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- • Unsecure the scene once directed by the Provincial Workplace Safety and Health Division and a formal investigation form is completed and forwarded to the Winnipeg School Division's Workplace Safety and Health Officer.

You can also call Voip 100-492

[Intake Form](#)