



## **Workplace Safety and Health Incident Report Forms** **A 12 Step Program**

1. All Workplace Safety and Health Incidents or near misses should be reported immediately to the teacher's/employee's principal/supervisor.
2. Any SERIOUS incident (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, asphyxiation or poisoning) that is a result of:
  - Student or teacher/employee violence toward teachers or other employees
  - Serious teacher/employee injuries from playground equipment, on field trips or in gymnasiums
  - Serious teacher/employee injuries from slips and falls (inside or anywhere on school grounds)

**MUST** be immediately reported to the Provincial Workplace Safety and Health Division
3. All serious incidents will be investigated by the Provincial Workplace Safety and Health Division and/or will be assigned to be investigated by the local Workplace Safety and Health Committee.
4. All other incidents that result in an teacher/employee being exposed to a hazard (near miss, threat of violence, etc.) or which results in injury must be reported to and investigated by the teacher's/employee's principal/supervisor.
5. Following the principal's/supervisor's investigation, a teacher/employee must be informed by the principal/supervisor of the control measures that are immediately being put in place following the incident/near miss to try, as far as is reasonably practicable, to mitigate the risk of reoccurrence.
6. All teachers/employees must complete the Incident Report Form each time an incident or near miss occurs. The Incident Report Form can be found on the Division's website under "H.R." or "Forms".
7. The individual teacher/employee determines whether an incident or a near miss occurred. No one is to dissuade a teacher/employee from completing an Incident Report Form.
8. Teachers/Employees are compelled to report each incident or near miss and a failure to do so is a potential violation of legislation.
9. The Incident Report Form will be sent to Human Resources.
10. All Incident Report Forms will be returned to the member from HR in about two weeks.
11. Members who might not receive the form back from HR should contact HR and the Association.
12. A quarterly report to the local Workplace Safety and Health Committee will contain all incidents and near misses including the contents of each Incident Report Form.

For further information or to receive support, please contact:  
LRTA Office 204-929-5782  
or MTS Teacher Welfare Staff Officer, WSH, Darren Hardy 204-888-7961.