



# Safety Talk!

## How do I report an Incident?

Everyone in the workplace, employers (Managers or supervisors) and employees (workers) are responsible for their, and their co-worker's safety.

Remember three basic facts:

1. Incidents are caused
2. Incidents can be prevented if the causes are eliminated
3. Unless all the causes are eliminated the same incident may happen again

**Incident:** Unplanned undesired event that results in...

- **Near Miss** had the potential to result in injury or loss (the story that starts with "Just about...")
- **Dangerous Occurrence** had the potential to cause a serious incident
- Work Related Illness/Injury
- Property/Equipment Damage
- Environmental Contamination

All incidents **must** be reported to your supervisor/manager as soon as reasonably possible by following the Injury/Near Miss Process.

### The Process:

1. Report to supervisor/manager/after hours
2. Call the OESH INM Intake line at 204-940-8482
3. If the employee will be missing time from work due to a work-related injury/illness **or** seeking medical treatment then a report must be made to the Workers Compensation Board (WCB) by the employee.

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## REMEMBER IF IT ISN'T DOCUMENTED IT DIDN'T HAPPEN!

All **Serious Incidents** must be reported to the Workplace Safety and Health Division of the province as soon as reasonable by the employer by calling 204-957-SAFE (7233). Examples of:

- In which a worker is killed or 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 (stitches, staples, glue)
  - asphyxiation or poisoning; or
  - 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
  - failure of an atmosphere-supplying respirator

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**For more information please contact**

Occupational and Environmental Safety & Health (OESH) at  
[oesh@wrha.mb.ca](mailto:oesh@wrha.mb.ca)



**Safety Talk Meeting Record**

<p><b>Presented by:</b></p> <p><b>Topic:</b> Reporting an Incident</p>	<p><b>Site/ Facility:</b></p> <p><b>Department/ Unit:</b></p>
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**Attendees**

Insert Full Name	Sign off	Date