

Serious Incident/Near Miss *(this is not an exhaustive list, please follow this [link](#) to view the regulations which define all serious incidents.)*

- Worker is killed
- Worker suffers
  - Electrocution
  - Unconsciousness
  - Fracture
  - Amputation
  - Third degree burns
  - Permanent or temporary loss of sight
  - Cut that requires medical treatment
  - Asphyxiation or poisoning
- That involves
  - Collapse or structural failure
  - Explosion, fire or flood
  - Uncontrolled spill of a hazardous substance

Must be reported **IMMEDIATELY** after the initial response by a member of the site safety team (*Admin, Site Safety Representative, or Head Custodian*) to the Safety and Health officer via email or phone

Safety and Health Officer  
Cellular Phone: 204.471.5693  
RETSD Email: [safetyofficer@retsd.mb.ca](mailto:safetyofficer@retsd.mb.ca)

Safety and Health Officer will notify Divisional Committee Co-Chair

If necessary will deploy Divisional Incident Response Team

Incident will be reported to the Workplace Safety and Health Division.

Safety Officer will make call and coordinate all incident investigation teams.

All serious incidents will be investigated.

All serious incidents will have corrective action plans developed and reported in writing to the Safety and Health Office.

# Workplace Safety Concern or Incident Reporting Flow Chart

WSHMS-09-REF-021-01

Non-Serious Incident/Concern

- Everything Else

Report to Administrator in writing, verbally, or both in a timely manner

Divisional Report Form must be used:

[Workplace Safety Concern or Incident Report](#)

- Must be responded to, investigated, and corrective action plans set by the site safety team.

- Written reports of activities must be sent to Safety and Health Office:

Safety and Health Officer  
Cellular Phone: 204.471.5693  
RETSD Email: [safetyofficer@retsd.mb.ca](mailto:safetyofficer@retsd.mb.ca)