How to Report Workplace Safety Concerns, Incidents or Injuries on Employee Connect

Step 1: Report if One of the Following Has Occurred

- I have a workplace safety concern to report
- I have a workplace safety incident to report
- I have injured myself at work
- For what to report, see page 3

Step 2: Report to Supervisor

- Report the concern, incident or injury immediately after the initial response to your supervisor (typically your administrator) verbally, in writing or both.
- Note: If you are reporting workplace harassment and the harasser is your supervisor, contact the harasser's supervisor, an MTS staff officer, or the divisional safety officer.

Step 3: Report on Employee Connect

- File a workplace safety concern using Employee Connect
- For details on how to report, see page 2

Step 4: What Happens Next?

- Safety concern and incident reports received by the RETSD Safety Officer will be communicated back to the administrator and worker(s). This should usually be by email – but you can check the status of your report on Employee Connect as well.
- If your concern is a minor concern:
- A workplace safety investigation must involve a direct discussion of the safety concern or incident between a management representative (i.e. administrator) and the affected worker(s).
- If the conversation provides enough detail as to root and contributing causes of the concern or incident, there is probably no need to investigate further.
- If the conversation does not provide enough detail as to root and contributing causes of the concern or incident, there is a need to conduct further investigation.
- If your concern is a serious concern:
- The Divisional WSH Committee Investigation Team must be part of any serious WSH division reportable incident investigation and will work with local administration to conduct the investigation, determine causes, and determine corrective actions.

If you feel that your working conditions remain unsafe after an investigation has occurred, please contact us at RETTA or consult the MTS Workplace Violence and Harassment Toolkit for next steps.

Your rights to safe work are protected by legislation. Submitting an incident report to your supervisor / Employee Connect will not result in discipline. If you encounter problems, contact us at the RETTA Office.

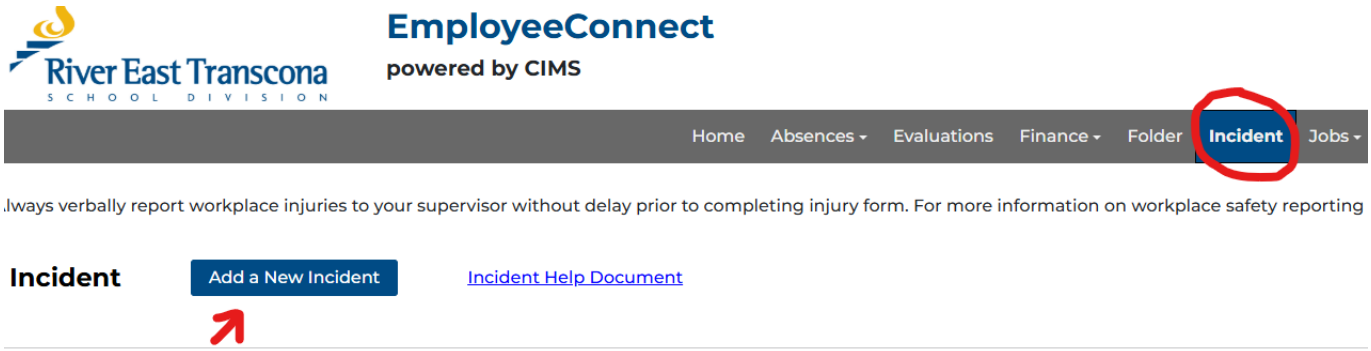
Accessing the Incident Report

Safety or Incident Concerns are reported through Employee Connect. There are a few avenues to do this, the simplest being avenue one.

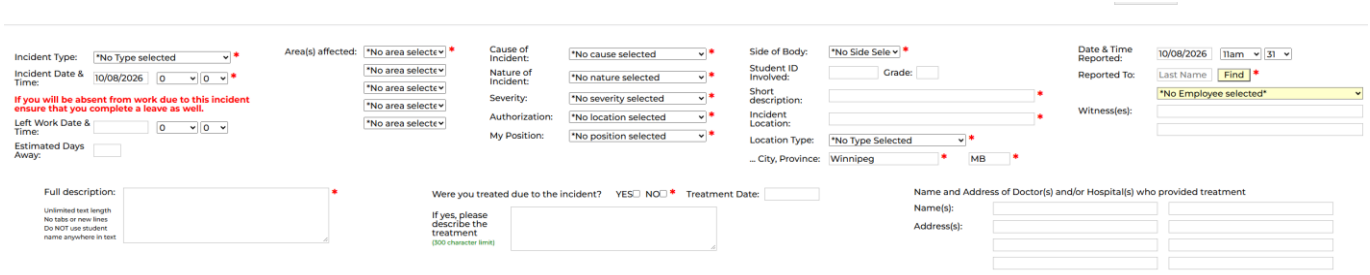
1. Employee Connect → Incident
2. WSH Page on the RETSD HUB (link to Employee Connect)
3. RETTA website – Workplace Health and Safety page

Instructions for Employee Connect

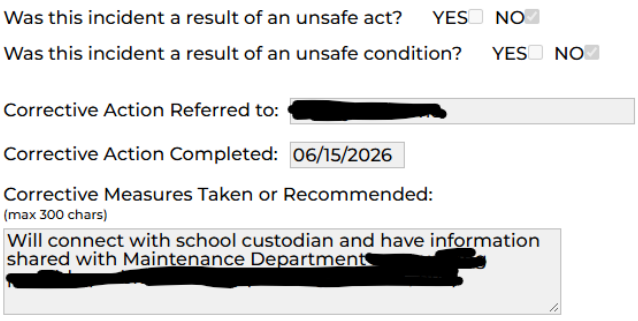
- Login and click on the "Incident" tab
- Click on **add new incident**



- You will see the form below. You must complete the sections with red stars. If you are not sure how to fill it out correctly, you can contact us for guidance or use your best guess. The form can be amended later.



- Once the report has been submitted and reviewed/investigated, there will be a note added on the corrective action recommended or taken. You will be able to view this on Employee Connect under the "Incidents" tab (all reports you submit are stored there for viewing).



What to Report

Safety Concern: Any potential or emergent safety issue that has not yet caused injury, illness, facility, or equipment damage, but if left unaddressed, could. E.g. Ice on the sidewalk.

Near Miss: An incident that is safety related which occurred without resulting in injury, illness, facility, or equipment damage but under different circumstances may have caused injury, illness, facility or equipment damage.

Medical Emergency: A health incident that may or may not be work related but occurs in the workplace. E.g. heart attack, stroke

Serious Injury: An injury in which a worker is killed or suffers:

- Amputation
- Third degree burns
- Fracture
- Asphyxiation or poisoning
- Injury from electrical contact
- Unconsciousness as the result of a concussion
- Permanent or temporary loss of sight
- A cut or laceration that requires medical treatment at a hospital as defined in The Health Services Insurance Act

Facility Serious Incident: This involves a failure or an uncontrolled situation that does not necessarily involve injury to persons but is serious enough to require reporting to the Workplace Safety and Health Division. A facility serious incident includes or involves:

- 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
- The failure of an atmosphere-supplying respirator.

Minor Injury: An injury in which a worker does not require or does not seek medical aid or first aid for an injury

Medical Aid: An incident in which a worker suffers an injury severe enough to require medical aid but does not qualify as a serious injury incident

First Aid: An injury in which a worker requires the services of a first aider and/or self-aids with first aid supplies to treat an injury.

Employee Abuse: These are physical or emotional violence perpetrated by students against staff.

Workplace Violence or Harassment: These incidents are generally classified as physical or emotional violence perpetrated by a stakeholder against another stakeholder. Perpetrators can come from all stakeholder groups. Exception is when students harass staff or perpetrate violence against staff. This is covered under employee abuse.

UPDATED: Oct. 8, 2026