



THE UNIVERSITY OF WINNIPEG

Serious Incidents and Accidents and Other Dangerous Occurrences:

1. The worker who was involved in the injury/incident shall report to their supervisor and complete the Incident Report Form. If the worker cannot complete the form due to the seriousness of the injury, the supervisor will complete the form on behalf of the worker in consultation with available witness(s) and/or Department Head.
2. The supervisor of the worker reporting the serious injury/incident shall report to the Safety Office immediately after the incident has been reported by calling 204-782-2588. Note: If unsure whether the incident is serious or not, the Supervisor shall consult with the Safety Office to determine same.
3. Except to the extent necessary to free a trapped person or to avoid the creation of an additional hazard, and subject to a directive issued by a safety and health officer of the Division, no one will alter or move anything that is involved in the serious incident (i.e. equipment, area) until at least 24 hours.
4. Upon notification, the Safety Office shall report all serious incidents and accidents and other dangerous occurrences to the Co-chairs of the Workplace Safety and Health Committee with the following information: date, time, location of the incident and other available information. The Safety Office will provide a complete report after the investigation has been completed.
5. The Safety Office shall immediately report to the Workplace Safety and Health Division Office providing the following information:
 - a. the name and address of each person involved in the incident;
 - b. the name and address of the employer, and if any person involved in the incident is employed by another employer, the name and address of that other employer;
 - c. the name and address of each person who witnessed the incident;
 - d. the date, time and location of the incident;
 - e. the apparent cause of the incident and the circumstances that gave rise to it;
 - f. if the information changes post-investigation, information will be corrected and the correct information provided to the Division.
6. The Safety Office will ensure that investigation occurs and will coordinate the investigation ensuring the involvement of the supervisor and Co-chairs or Committee member(s).
7. The Safety Office shall review the appropriateness of the corrective action and make further recommendations if necessary.

8. Post-investigation, the Safety Office shall forward a copy of the completed report to:
 - a. The Workplace Safety and Health Division.
 - b. The Workplace Safety and Health Committee Co-chairs.
9. The Safety Office shall ensure that any preventive/corrective measure(s) have been implemented and report the outcome to all the Committee Members at a scheduled meeting.

investigation.