



Mid-West Planning District

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POLICY

Title	Incident Reporting
Policy #	7-2021
Issue Date	April 1, 2021
Resolution	43/21
Authority	Mid-West Planning District Board; Manitoba Workplace Safety and Health Act and Regulation
Repeals Policy #	n/a

SUBJECT / APPLICATION: Mid-West Planning District (MWPDP) recognizes that incidents of injury or violence may occur while employees are executing their duties. This policy outlines the reporting procedure for those incidents.

LEGAL AUTHORITY / RELEVANT BY-LAWS: The implementation of this policy will be by resolution of the Board of the Mid-West Planning District.

Manitoba Workplace Safety and Health Act and Regulation, Parts 2.6, 2.7, 2.8 & 2.9

POLICY:

Serious Incidents (Not Violence)

If a serious incident occurs with MWPDP employees the following reporting procedures needs to be followed:

- Make sure the scene is safe before approaching by observing for mechanism of injury (e.g., unguarded machinery, exposed electrical wires, presence of toxic gas, etc.). De-energize energy sources.
- Attend to injured worker.
- Call for assistance: first aider if available and 911 for medical aid. If trained to use AED and if required to do so, ensure to follow the instructions dictated by the AED machine.
- Report to Workplace Safety and Health emergency hotline and provide incident details:

1-855-957-SAFE (7233) (toll-free in Manitoba)
204-957-SAFE (7233) (in Winnipeg)

- Secure the scene, preserve evidence and put up barriers around the scene to prevent others from getting injured.
- Inspect the surrounding area for other pieces of evidence that can help with the investigation.
- Make a follow-up to 911 if necessary and monitor injured worker's condition.
- Fill out an incident report with as much detail as possible. Include pictures if available.
- If the incident occurs on MWPDP premises, the MWPDP Board must conduct an investigation. A worker not involved in the management of the workplace may be included in the investigation process.

- After the investigation has been done by the MWPD Board, wait to be advised if the area can be cleared and if you can return to normal operation.
- If the incident occurs on a site visit, the owner of that property must conduct an investigation. If requested an employee of MWPD may be included in the investigation process.
- After the owner investigation has been completed, wait to be advised if the area can be cleared and if you can return (if necessary) to complete your site visit.
- Inform the Workers Compensation Board of Manitoba about the details of the incident and any details about workers involved.
- Follow-up with any injured workers and their family representatives.
- Evaluate corrective action and make necessary adjustments/corrections.

Violent Incidents

For an incident of violence there is a separate procedure to follow:

- Remove yourself and by-standers from the area and get to a safe space
- If you cannot extract yourself from the situation:
 - Avoid the attacker as best you can
 - Get to a room, vehicle or place where you can put a barrier between you and them
 - Call 911 for assistance
 - Follow the 911 operator's instructions
- If there are physical injuries and you have extracted yourself from the situation:
 - Attend to any injured workers
 - Call for assistance: first aider if available and 911 for medical aid. If trained to use AED and if required to do so, ensure to follow the instructions dictated by the AED machine.
- If there are no physical injuries and you have extracted yourself from the situation:
 - Confirm the situation is over and/or you are in a safe place
 - Call your manager or co-worker to report the incident
- If you called 911:
 - Make a follow-up to 911 if necessary and monitor injured worker's condition.
 - After the emergency response team has left, fill out a violence incident report with as much detail as possible. Include pictures if available.
- Once the incident is over or you are in a safe place, report to Workplace Safety and Health emergency hotline and provide incident details:

1-855-957-SAFE (7233) (toll-free in Manitoba)
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- Once the police have conducted an investigation and given their results, the MWPD Board will decide if/when it is safe for employees to return to the office/site.
- Inform the Workers Compensation Board of Manitoba about the details of the incident and any details about workers involved.
- Follow-up with any injured workers and their family representatives.
- If the violent incident happened to yourself, seek counselling and talk to the Board about next steps for work/time off.
- The MWPD Board will evaluate corrective action and make necessary adjustments/corrections to policies and procedures.

All near misses will be documented.

This Policy has been reviewed and approved for use or implementation by the Board of the Mid-West Planning District on April 1, 2021 by Resolution # 43/21.

Development Officer/Designated Officer

Chairman of the Board