
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Emergency Preparedness](#)

[Serious Incident Reporting](#)

[Workplace Safety and Health](#)

Form Cross Reference:

[Incident Investigation Report](#)

[Serious Incident Form](#)

Legal/Regulatory Reference:

[Manitoba School Boards Association School Insurance Program](#)

[Workplace Safety and Health Act](#)

The Interlake School Division (ISD) is committed to the safety and well-being of all students, staff and visitors to sites in the Division.

The Division will take every reasonable precaution to prevent accidents or serious incidents stemming from school division activities which might result in injury or harm to employees, students or visitors. This procedure applies to all Interlake School Division School facilities/operations and employees. All accidents/injuries/incidents on Division property or at school sponsored events not on Division property shall be reported immediately.

It is the expectation of the Division that:

- incidents that did or could have resulted in injury, damage or loss shall be reported and investigated in a timely manner;
- the investigation shall identify root causes and contributing factors; and

- corrective or preventative actions shall be identified and implemented in order to prevent reoccurrence.

In the course of Interlake School Division operations, unplanned incidents occasionally occur that could or do result in injury or loss. Our goal is to prevent incidents and improve our safety performance. We will achieve this by requiring the identification and correction of unsafe work practices, and system and facility deficiencies, that could or do result in incidents that may result in injury to employee, student, or damage to property. All such incidents will be reported on the Incident Report Form and as required, the [Incident Investigation Report](#).

The Incident Report Form is found on the ISD Safety Site in the Staff Portal on the [ISD website](#).

A. Roles and Responsibilities

1. Employees

- a) Report all injuries/incidents to the site manager and immediate supervisor (if applicable) immediately.
- b) Complete an Incident Report form for all injuries/incidents.
- c) Participate in the incident investigation as required.

2. Administrators/Supervisors

- a) Ensure injuries/incidents are documented on the Incident Report Form.
- b) Participate in an incident investigation as required.
- c) Ensure that serious injuries, fatalities and dangerous occurrences are reported to the Superintendent's Department, Safety Advisor, Workplace Safety and Health site rep and proper authorities as required.
- d) Ensure that all incidents are adequately investigated in a timely manner.
- e) Evaluate the recommendations stemming from the incident investigation and initiate corrective or preventive measures as required.
- f) Monitor progress of corrective or preventive actions.

3. Safety Advisor

- a) Initiate the Incident Investigation Report process as required.
- b) Act in an advisory capacity to ensure compliance with this procedure, other related safety procedures and legislative requirements.
- c) Participate in the investigation process as required.
- d) Monitor the incident management process to ensure root causes are identified and adequate measures are implemented to prevent reoccurrence.
- e) Facilitate communication of critical or significant incidents as required.

4. Superintendent/CEO or Designate
 - a) Monitor the incident reporting and investigation process.
5. Contractors
 - a) Report all incidents to their contact administrator.
 - b) Investigate all incidents as required and make results available to contact administrator upon request.

B. Procedures

1. Procedure for Minor Incidents and Moderate Incidents

Minor Incident Examples: scratch, bruise, scrape, minor cut, minor sprain, etc.

Moderate Incident Examples: serious cut, more severe sprain, broken finger, etc.

Once an incident has happened;

- a) attend to the injured person;
- b) determine seriousness of injuries;
- c) provide first aid treatment as necessary;
- d) make the person as comfortable as possible;
- e) access the assistance of other staff nearby / accessible (this may be the WSH site representative and/or any of the First Aid responders that are posted on the WSH bulletin board as needed);
- f) call or designate someone to contact family member to advise them of the incident / injury and steps taken thus far;
- g) report incident to the Principal/Supervisor;
- h) if incident resulted from a hazard, the Principal/Supervisor will ensure corrective actions are taken to reduce or eliminate the hazard (e.g. ensuring grit is spread on icy surface to prevent further falls);
- i) submit a WCB Injury Report to the Worker's Compensation Board (WCB) when an incident occurs resulting in an injury requiring medical aid, or results in lost time, for the injured worker (if not teaching staff);
- j) the Principal/Supervisor or designate is to ensure an Incident Report Form is completed as soon as possible (within 24 hours).

2. Procedure for Serious Incidents

A serious incident is defined as one:

- a) in which a worker is killed; or
- b) in which a worker suffers:
 - o an injury resulting from electrical contact;
 - o unconsciousness as the result of a concussion;
 - o 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 (as defined in The Health Services Insurance Act); and/or
- asphyxiation or poisoning.

c) that involves:

- 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
- the failure of an atmosphere-supplying respirator.

Once an incident has happened;

- a) attend to the injured person;
- b) determine seriousness of injuries;
- c) determine whether the injured person should be moved;
- d) determine method of moving injured person (carry, ambulance);
- e) make the person as comfortable as possible;
- f) access the assistance of other staff nearby / accessible (this may be the WSH site representative and/or any of the First Aid responders that are posted on the WSH bulletin board as needed);
- g) report incident to Principal/Supervisor;
- h) Principal/Supervisor or designate to immediately take any needed corrective actions that can be done safely;
- i) Principal/Supervisor or designate to secure scene of incident until it is released by Manitoba Workplace Safety and Health to prevent further injuries and preserve scene for investigation;
- j) Principal/Supervisor or designate to contact family member to advise them of the incident/injury and steps taken thus far;
- k) Principal/Supervisor to immediately contact the Superintendent/CEO or designate and Safety Advisor by phone;
- l) Principal/Supervisor or designate to ensure an Incident Report Form is completed as soon as possible (within 24 hours);
- m) The Principal/Supervisor is responsible for completing a [Serious Incident Form](#) and sending it to the Superintendent/CEO or designate as soon as possible after the incident. A Serious Incident Report will be submitted to Manitoba Education by the Superintendent's Department;
- n) Safety Advisor or designate will contact Manitoba Workplace Safety and Health by phone or email, as needed and complete an Employer's Report for WCB;

- o) When an incident occurs resulting in an injury requiring medical aid, or results in lost time, the injured worker (if not teaching staff) will submit a WCB Injury Report to the Worker's Compensation Board (WCB);
- p) Principal/Supervisor, Safety Advisor and WHS Site Representative will investigate using the [Incident Investigation Report](#). Experts may be called in to assist;
- q) Principal/Supervisor to complete final copy of report retaining one copy at the school/workplace and forwarding copies to Safety Advisor and Superintendent's Department.
- r) Safety Advisor will provide a copy of the report to the Workplace Safety and Health Committee.

3. Procedure for Road Incidents involving a School Bus or Division Vehicle

- a) In the event of a road safety incident involving a school bus, the bus driver will complete a School Bus Drivers Accident Report and a RCMP Traffic Accident Report as required by MPI. The Transportation Department will report the incident to the Manitoba Education/Pupil Transportation Department.
 - i. The Transportation Supervisor will decide whether the incident requires further investigation, and which individuals shall be involved.
 - ii. Information resulting from investigation, including cause, effect, outcome and preventative action shall be disseminated to the Bus Drivers' Association where appropriate, ensuring complete anonymity of those involved. Names, bus routes, locations and bus numbers shall not be made known.
 - iii. The purpose of disclosing this information is for educational purposes only, and may be used in future training sessions.
- b) All road safety incidents involving the use of ISD service/trades vehicles in the performance of duty, or the use of a personal vehicle, be it for transporting students, fellow employees, or even materials in support of training or other professional development activities, must be reported to the immediate supervisor and RCMP as per this procedure.