







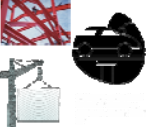





SAFETY AND HEALTH SERIOUS INCIDENT RESPONSE AND REPORTING

Step 1: Assess the Situation:

A safety and health serious incidents is any of the following situations that occur at an RETSD site involving equipment, facility, and / or any person:

 <p>Fatality or death</p>	 <p>An injury resulting from electrical contact</p>	 <p>Amputation of an arm, leg, hand, foot, finger or toe</p>	 <p>Permanent or temporary loss of sight</p>	 <p>Third degree burns</p>	 <p>Asphyxiation or poisoning</p>
 <p>Fractures or suspected fracture of his or her skull, spine, pelvis, arm, leg, hand or foot</p>	 <p>Unconsciousness as the result of a concussion, suspected head injury</p>	 <p>Uncontrolled spill</p>	 <p>A cut or laceration that requires medical treatment at a hospital or medical facility</p>		
 <p>Medical Emergency Incident: A health incident that may or may not be work related but occurs in the workplace or facility that may require the engagement of emergency medical services (Examples: heart attack, stroke, other)</p>	 <p>Collapse or structural failure of a building, structure, crane, hoist, lift</p>	 <p>Refusal to Work: A worker is exercising right to refuse work that they truly believe is dangerous to the safety and health of themselves, or the safety and health of any other person.</p>	 <p>Workplace Violence or Harassment Incident: Incidents of physical or emotional violence perpetrated from stakeholder to stakeholder, including student on student incidents of violence.</p>		
 <p>Dangerous Occurrence Incident: A safety related incident that occurred without resulting in injury, illness, facility, or equipment damage but under different circumstance may have caused injury, illness, facility or equipment damage. Also know as a near miss incident.</p>			 <p>Flood</p>		
			 <p>Fire</p>		

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Step 2: Respond

Administrators and People in Charge must respond to the safety and health serious incident immediately and without delay by:

- Taking direct action
- Initiating lockdown
- Initiating evacuation

For more information regarding these procedures, consult the facility Fire Safety Plan, Emergency Response Plan or other emergency response and preparedness plans and procedures.

Step 3: Report to the Divisional Safety and Health Officer

As soon as reasonably practicable after initial response and when the situation is adequately under control,

Phone the Safety and Health Officer at 471-5693 to Report the Incident

Why is this phone call to the Safety and Health Officer necessary?

1. All of the above listed safety and health situations are serious in nature.
2. Depending on the details of a specific situation, a direct call may be required to the provincial Workplace Safety and Health Division.

How will the Safety and Health Officer help?

The Safety and Health Officer, when hearing the details of the situation, will assist the administrator or person in charge by:

- Helping determine if a call does need to be made to the provincial Workplace Safety and Health Division without undue delay.
- Making the call to the provincial Workplace Safety and Health department, if a call is required.
- Coordinating any provincial workplace safety and health officer site visit investigations and inspections that may become necessary resulting from the incident, and involve members of the Divisional Workplace Safety and Health Committee as required.
- Assist with any internal workplace inspections or reporting, if such assistance is required in the circumstances.

What is the risk of not making the call in a timely manner to the Divisional Workplace Safety and Health Officer?

Failure to report serious incidents to the provincial workplace safety and health division in a timely and appropriate manner may lead to administrative penalties (fines) being assessed to RETSD.

If in doubt as to the seriousness of a safety incident or concern or the reporting requirements, contact:

Divisional Safety and Health Officer
Cell Phone: 204.471.5693
Email: safetyofficer@retsd.mb.ca