**Labour & Regulatory Services - Workplace, Safety & Health (WSH)**

Report a Serious Incident

**Contact Workplace Safety and Health immediately to report a serious incident, injury or fatality at a workplace:**

1-855-957-SAFE (7233) (toll-free in Manitoba) 24 HOUR LINE
204-957-SAFE (7233) (in Winnipeg) 24 HOUR LINE
Select ‘Option 1’ in message tree

**Requirement to Notify WSH**

When a serious incident occurs at a workplace, the employer is required to notify the Workplace Safety and Health Branch (WSH) of the incident immediately, and by the fastest means of communication available.

If you are unsure whether an incident is reportable under the requirements of the Workplace Safety and Health Regulation, contact WSH for clarification.

**Definition of Serious Incident**

The Workplace Safety and Health Regulation defines a serious incident as one:

* in which a worker is killed;
* in which a worker suffers
	+ an injury resulting from electrical contact,
	+ unconsciousness as the result of a concussion,
	+ 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*, or
	+ asphyxiation or poisoning;
* OR 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.

[T](https://www.gov.mb.ca/labour/safety/rep_serious_act.html#content)

**When a Serious Incident Occurs**

The scene of a serious incident must not be disturbed until WSH has been notified and has released the scene. Where WSH will be conducting an investigation, WSH may require the scene to be preserved for at least 24 hours after WSH has been notified.

In order to preserve the scene, no equipment or materials that were involved in an incident may be altered or moved, unless it is necessary to free an injured or trapped person, to avoid creating additional hazards, or to provide immediate/critical care.

Whether or not an incident or other dangerous occurrence is required to be reported to WSH, the employer must conduct an investigation, and keep records of this investigation. This investigation is to determine the cause(s) of the incident so that measures can be put in place to reduce the likelihood that a similar incident will occur again.

**When reporting an incident to WSH, please have the following information ready:**

* the name and address of each person involved in the incident;
* the name and address of the employer, or any other employers involved;
* the name and address of each person who witnessed the incident;
* the date, time and location of the incident;
* the apparent cause of the incident and the circumstances that gave rise to it

If you realize that any of the above information you provided was incorrect or incomplete, you must immediately contact WSH again with the new information.