

 BRANDON UNIVERSITY	Brandon University Reporting a Workplace Safety & Health Serious Incident	Approved by: PEC Administered by: M. McCormick Director, Physical Plant Michelle Augustyn, WSH Advisor Reviewed by: WSH Committee Member
BU-POL-WSH-020	First Approved: April 2022	Updated: April 2025

Brandon University (“the University”) is committed to providing a safe, healthy, and productive campus environment for students, staff, faculty, and visitors.

1.0 Scope

To ensure Workplace Safety & Health (WSH) serious incidents are reported as per legislated requirements.

2.0 Policy Definition of Serious Incident (as per Manitoba Workplace Safety & Health)

A Workplace Safety & Health serious incident is defined 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, ***
 - 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.

If you are unsure if your incident meets the definition of a Serious Incident, please check with your Department Head/Faculty Dean, or contact the Brandon University Safety & Health Advisor at BUSafety@BrandonU.CA .

3.0 Accountability and Notifications

The Department Head/Faculty Dean is responsible to communicate with the WSH Advisor/delegate for any questions or concerns arise from the communication, administration, and/or interpretation of this policy.

The Department Head/Faculty Dean will notify the Brandon University WSH Advisor/delegate as there is an obligation to notify the WSH Branch immediately regarding serious incidents (24 Hour Emergency Line): Toll-Free: 1-866-888-8186. The WSH Advisor/delegate will contact the Branch.

The WSH Advisor/delegate will need to provide the WSH Branch with the following information:

- 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; and
- the apparent cause of the incident and the circumstances that gave rise to it.

If all the required information is not available at the time of reporting, the WSH Advisor/delegate will inform the WSH Branch with all available information. The WSH Advisor/delegate will request additional details from the Department Head/Faculty Dean and will provide this information to the Branch once the additional details are available.

The scene of a serious incident must be preserved until the WSH Branch has been notified about the incident and until the scene has been released by the WSH Branch.

During the notification process, the WSH Branch Safety Officer will either:

- advise the University to Self-Investigate the incident, or
- request the scene be held for up to an additional 24 hours for the WSH Branch to conduct the investigation.

4.0 Investigations

All serious incidents must be investigated by the University.

If the WSH Branch advises the Brandon University to Self-Investigate, the Department Head/Faculty Dean will, in conjunction with the WSH Advisor/delegate:

- Contact one of the Workplace Safety and Health Committee co-chairs and advise them of the serious incident and the WSH Branch's instruction for the Workplace Safety and Health Committee to investigate.
- If you are unsure who the Workplace Safety and Health Committee co-chairs are, consult with the WSH Advisor/delegate or check the area WSH bulletin board.
- As the Department Head/Faculty Dean, you may be required to provide information to the investigators.

If the WSH Branch advises they will attend the location to conduct the investigation:

- Ensure the scene is preserved until they arrive.
- Be available to answer any questions they may have regarding the investigation.

Serious investigation supporting documentation is required. This includes:

- WCB [Worker's Report](#) (for injured worker/student) completed by originating Department/Faculty in conjunction with the WSH Advisor/delegate.
- [Workplace Safety & Health Hazard and Incident Report Form FRM-GEN-WSH-001](#)

5.0 Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date. In the interim, this policy may be revised or rescinded if deemed necessary or if there are changes within legislation which require such.

6.0 *** Clarifications for Treatment at Hospitals

The WSH Branch requires notification if:

- the cut or laceration requires medical treatment beyond the training of an on-site advanced first aider, or requires medical supplies not found in a standard first aid kit.

Examples:

- Report a cut that requires stitches or glue.
- Do not report a cut or abrasion that is treated in the ER but only requires cleansing and a Band-Aid.

A needlestick injury may require treatment at a hospital but does not meet the criteria of a Workplace Safety & Health serious incident for reporting purposes.

7.0 Reference

- 7.1 www.safemanitoba.com
- 7.2 [Workplace Safety and Health Legislation | Workforce Safety & Health | Labour & Immigration | Province of Manitoba \(gov.mb.ca\)](#)
- 7.3 [Workplace Safety & Health Hazard and Incident Report Form FRM-GEN-WSH-001](#)

Procedures

Inquiries may be directed to the Michael McCormick, Director, Physical Plant at McCormickM@brandonu.ca or 204-727-9659.
