WCB
Workers Compensation Board of Manitoba

Setting up a Workplace Safety and Health Committee (or Worker Representative) Guide

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SAFE WORK MANITOBA™
A division of the WCB

The Workers Compensation Board of Manitoba serves workers and employers through a no-fault insurance system integral to the Manitoba economy. Funded by employers, the WCB promotes safe and healthy workplaces, facilitates recovery and return to work, delivers supportive compensation services and ensures responsible stewardship of Manitoba's workers compensation system.

SAFE Work Manitoba, a division of the WCB, is dedicated to preventing workplace injury and illness. Working with safety partners, we provide prevention education, safety programming, consulting and strategic direction to create a culture of safety for all Manitobans.

This guide's content was created in partnership with the Government of Manitoba's Workplace Safety and Health department.

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INTRODUCTION

Manitoba's approach to workplace safety and health legislation is based on the simple idea that everyone in the workplace shares responsibility for safety and health.

Under *The Workplace Safety and Health Act* (the Act), employers, supervisors and workers all have duties to help keep the workplace safe and a shared responsibility for safety and health. Employers shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of all their workers. Supervisors, shall take all precautions necessary to protect the safety and health of a worker under their supervision and workers shall take reasonable care to protect his safety and health and the safety and health of other persons who may be affected by their acts or omissions at work.

What is a safety and health committee?

A safety and health committee is a joint worker-employer team that assists the employer in creating and maintaining a safe and healthy workplace. The goal of the committee is to enhance the ability of workers and employers to resolve safety and health concerns reasonably and cooperatively.

This system of shared duties is called the internal responsibility system.

In order for the internal responsibility system to work effectively, it is very important that workers are involved in decisions that affect their safety and health. Involving workers has been proven to reduce injuries and illnesses in the workplace.

The best way to involve workers in safety and health concerns is to have a workplace safety and health committee or worker representative. This provides a formal system of involving workers in identifying hazards in the workplace, investigating incidents, resolving concerns, complaints and more.

This Guide will show you how to set up a workplace safety and health committee or worker representative in your workplace. As a result, your workplace will be a safer place to work.

WHEN IS A COMMITTEE OR REPRESENTATIVE REQUIRED?

When is a safety and health committee required?

A safety and health committee is required in all workplaces that have 20* or more workers that are regularly employed. The employer is responsible for establishing the committee

When is a worker representative required?

In all workplaces that have between five and 19* workers that are regularly employed, a worker representative must be designated.

Are there any exceptions?

The only exception to the above requirements is that a committee is not required on a construction project site or seasonal workplace if the project or seasonal work is expected to last 90 days or less. If the project or seasonal work is expected to last more than 90 days and 20 or more workers will be involved, then the employer/prime contractor must establish a committee for the project or seasonal work. Also, the director of the Workplace Safety and Health Branch (WSH), a branch of the provincial government, may issue a written order permitting an employer to establish one committee for more than one workplace or require an employer to establish more than one committee for a workplace.

To determine the number of workers in your workplace, take the average number of full time and part time workers present during each working day over the last 12 months. For seasonal workplaces, take the average number of full time and part time workers present during each working day over the duration of the project.

CHOOSING COMMITTEE MEMBERS OR REPRESENTATIVES

How many members are required on a committee and how are they selected?

A safety and health committee are required in all workplaces that have 20* or more workers that are regularly employed.

Each committee must have at least four, but not more than 12 members.

To determine the exact number of committee members, the employer must consult with the union(s) that represents the workers, or if there is no union, with the workers themselves.

At least half of the committee members – the "worker members" – must represent workers who are not associated with the management of the workplace (e.g., the number of committee members representing management – the "employer members" – must not exceed those representing workers).

Worker members of the committee must be appointed in accordance with the constitution of the union. If there is no union, they are to be elected by the workers they represent.

The employer may not influence the election of the worker members. Any disputes regarding the election process may be referred to a safety and health officer of the WSH.

Selection of co-chairs

Each committee must have two co-chairpersons.
A management co-chair is chosen by the employer members on the committee and the worker co-chair is chosen by the worker members.

Terms of office

Committee members are elected to two-year terms (or a length set out in the union constitution). Members may continue to hold office until reappointed or re-elected, or until a replacement is appointed or elected.

How are worker representatives chosen?

Worker representatives are chosen in the same way that committee members are. They must be appointed in accordance with the constitution of the union. If there is no union, they are to be elected by the workers they represent.

Use of alternates

While not required, designating alternate members or worker representatives is a best practice to help ensure continuity, maintain quorum and support consistent participation when regular members are unavailable.

MEETINGS AND OTHER ADMINISTRATIVE DETAILS

Committees must meet regularly to discuss safety and health issues in their workplaces. The main function of meetings is to talk about hazards that have been identified and determine recommendations on ways to eliminate or control those hazards.

How often do committees have to meet?

To carry out its duties, a committee must have meetings at least once every three months. The committee may determine to have the meetings at shorter intervals, such as monthly. The director of the Workplace Safety and Health Branch may order shorter meeting intervals, as well. The first meeting must be within one month after the committee is established.

Committee members must be given at least three days notice that a meeting will be taking place. As best practice, employers are encouraged to provide more than three days, to allow ample time for members to prepare and achieve quorum.

In workplaces with a worker representative, employers must meet with the representative regularly. As with committees, they must meet at least once every 90 days.

Committee co-chairs or worker representatives can call special meetings to deal with urgent matters.

The employer co-chair and worker co-chair shall alternate serving as chairpersons at meetings and shall participate in all decisions of the committee.

Do all committee members have to be present for a meeting?

No. If some members cannot attend a meeting, the meeting can still take place. However, for the committee to make decisions so that any actions can move forward, there must be a quorum. This means at least half of the worker members and half of the employer members must be present. Members not able to attend the meeting can have someone attend in their place in order to meet the quorum. A person replacing an employer member can be chosen by the employer. A person replacing a worker member must be chosen by the other worker members on the committee and be trained and knowledgeable on how to participate in safety and health committee meetings.

Can I have a guest at a meeting?

Anyone, other than an employer or worker member of the committee, who attends a committee meeting, must do so on the invitation of the entire committee. Committees are encouraged to incorporate provisions into their rules of procedure that outline the process for inviting guests to meetings, including timelines for advising the co-chairs, guests not having voting power on decisions made by the committee and other considerations.

Rules of procedure

All committees must establish certain rules of procedure, including:

- How often the committee will meet and where the meeting will take place
- Procedures to be followed when a meeting needs to be rescheduled (e.g., amount of notice required)
- Rules respecting the conduct of committee meetings
- Other matters as the committee considers necessary

Minutes of meetings

Committees must record minutes of each meeting. Minutes are a record of what went on at the meeting. Mainly, they will detail any workplace hazards that were discussed during the meeting and recommendations that were made to address those hazards.

They should also include some administrative information, such as the date of the meeting, list of worker and employer members, date of next meeting, It's recommended that any resolved actions are kept within the minutes for the next two meetings to ensure workers in the workplace have an opportunity to review them.

Additional requirements for minutes:

- Minutes must be recorded in a format that is legible and acceptable.
- Minutes must be signed by both co-chairpersons or designates who have attended the meeting on their behalf and posted on the safety and health bulletin board in a conspicuous location at the workplace.
- Minutes must be kept on file at the workplace for at least 10 years.
- An employer or prime contractor must, within seven days of receiving a copy of the minutes of a committee meeting, ensure that a copy is sent to each committee member.
- An employer or prime contractor must distribute to committee members at the workplace any information or document addressed to the committee or to committee members as soon as reasonably practicable but no later than seven days after the information or document is received.

Bulletin board

Employers must provide a bulletin board in a prominent place in the workplace that is exclusively for the use of committee members or worker safety and health representatives. Electronic boards can be used, but they must be accessible to all workers and workers must be informed of where to access them.

The bulletin board must contain the following information:

- The name of each committee member (or the worker representative) and the date that their term of office expires
- Scheduled dates of committee meetings (or meetings with worker representative)
- The agenda for each meeting
- Copies of minutes of each safety and health committee meeting, signed by the co-chairs or their designates who have attended the meeting on their behalf
- Any orders, such as improvement orders and stop work orders or other documentation required to be posted by WSH

In addition, it is recommended that a list of current first aiders in the workplace be posted on the bulletin board, along with a copy of the workplace harassment and violence policies.

Are committee members and worker representatives paid for time spent at meetings?

Yes. Committee members and representatives are entitled to take time off from their regular work to carry out their duties and must be paid their regular or premium pay, as applicable. Duties of a safety and health committee for which wages are to be paid include:

- Preparing for meetings (one hour)
- Attending meetings
- Attending required safety and health training
- Carrying out other assigned duties of a committee member or representative.

Failure to pay wages or benefits to a worker performing the duties of a safety and health committee member or representative is considered a reprisal.

THE ROLE OF COMMITTEES AND REPRESENTATIVES

What do safety and health committees and worker representatives do?

Safety and health committees and worker representatives play a major role in a workplace's internal responsibility system. In this role, there are duties and functions that committees and representatives must fulfill to help prevent injuries and illness.

Under the Act, safety and health committees and representatives have several duties to help keep the workplace safe. These duties include:

- Receive and follow-up on concerns and complaints regarding the safety and health of workers
- Help identify safety and health risks in the workplace
- Help the employer develop and promote measures to protect workers and check on the effectiveness of those measures
- Co-operate with workplace safety and health officers
- Help develop programs, provide recommendations on training and direction about safety and health in the workplace
- Make recommendations to employers or prime contractors regarding the safety and health of workers
- Inspect the workplace at regular intervals (inspections must take place before each regularly scheduled meeting)
- Participate in investigations of incidents and dangerous occurrences
- Maintain records regarding concerns, complaints and other matters regarding safety and health
- Other duties as specified in the Act or *Workplace Safety and Health Regulation* (the Regulation)

In addition, safety and health committees and worker representatives typically perform other functions, including:

- Help the employer assess the effectiveness of each aspect of the internal responsibility system
- Help the employer with development of policies, plans and programs
- Help the employer plan worker training
- Communicate with workers
- Help develop safety and health plans and strategies

The role of safety and health committees and representatives is to monitor the effectiveness of the internal responsibility system in the workplace, make recommendations to the employer and assist in the prevention of injuries and illness.

It is important to recognize that, even though committees and representatives have these duties, the employer is still ultimately responsible for safety and health in the workplace.

Safety and health committees and representatives are not meant to be enforcers of safety and health in the workplace. The employer is responsible for making sure the internal responsibility system exists, controlling hazards and ensuring compliance with the legislation.

A safety-conscious employer will support the efforts of the committee or representative. The employer must provide adequate resources, time and training to help the committee or representative function effectively. The employer should find ways to promote safety and health committee in workplace. For example, during new worker orientation, promote the safety and health committee and let workers know where the safety and health board is located, the employer may delegate responsibilities to the committee; but the committee or representative is not expected to be a safety and health officer or enforce safety and health rules. The committee's or representative's role is to advise and assist, not assume managerial responsibilities for safety and health at the workplace.

The committee or representative cannot assume any of the legal obligations, duties or responsibilities of either the employer or employees.

The committee or representative should not be involved in disciplinary matters. Maintaining compliance and adequate levels of safety and health at work is the responsibility of the employer, managers and supervisors.

The committee or representative is encouraged to regularly assess the effectiveness and efficiency of the committee. Self-assessment tools and checklists can be used to ensure long term success of the committee.

PARTICIPATION IN INSPECTIONS AND INVESTIGATIONS

Inspections

Inspecting the entire workplace at regular intervals is one of the key duties of the committee or representative. For committee members, this means the entire workplace must be inspected at least once every 90 days. For representatives, this means the entire workplace must be inspected at regular intervals, as determined by a risk assessment. The size of the workplace, type of activities, number of workers, etc., would be some of the factors that would be taken into consideration by the employer and the representative when determining the frequency of inspections.

An inspection is a planned walkthrough of the workplace to identify safety and health hazards that may be present. An inspection may examine a selected work area or particular hazard, certain types of machinery, tools or equipment, or specific work practices.

Regular inspections have been shown to reduce injuries and illnesses and to improve the internal responsibility system. As noted earlier, committees and representatives should plan to inspect the workplace shortly before scheduled meetings.

In addition to providing the training, resources and time needed to carry out the duties of a committee member/worker representative, the employer can help the committee members/worker representatives plan and schedule inspections and assist with the development of inspections checklists.

Committees or representatives must also be allowed to accompany a safety and health officer who is conducting an inspection (if the officer requests it) and be paid for it.

An example of an inspection checklist can be found in Appendix A.

INVESTIGATIONS

Incident investigations

"Serious incidents" as defined in Part 2 of the Regulation must be reported immediately to WSH. The employer is responsible for conducting an investigation into all of these "serious incidents" regardless of whether or not WSH conducts an investigation.

The co-chairs of the safety and health committee (or the worker representative) must be formally trained in investigations. They must also be involved in the investigation of "serious incidents", as well as any other incident "that injures a person, and results in the person requiring medical treatment, or that had the potential to cause a serious incident".

Effective incident investigations will identify direct and indirect causes of incidents and will not focus on fault-finding, but rather on fact-finding, with the aim of preventing similar incidents.

The employer and committee or representative should prepare a plan for investigating incidents. The plan should include the necessary procedures, personnel and resources required to conduct an investigation.

A written report must be prepared of each incident investigation. The co-chairs (or worker representative) must be involved in the preparation of these written reports.

In addition to conducting their own investigations, committees or representatives must accompany a safety and health officer during an investigation if the officer requests it.

An example of an incident investigation summary report can be found in Appendix B.

RIGHT TO REFUSE INVESTIGATIONS

What is the right to refuse?

Under the Act, you have the right to refuse any task you have reasonable grounds to believe will cause immediate and serious, or long-term effects on your safety and health, or the safety and health of others. A work refusal is initiated by the worker.

What are the steps involved?

1. **Report immediately to your supervisor, or to any other person in charge at the workplace, giving your reasons for refusing to work. At this point, the refusing worker and supervisor must attempt to resolve the concern.**

If the employer resolves the matter to your satisfaction, go back to work.

2. **Here's what to do if you still believe the work is dangerous. If the supervisor and worker cannot resolve the issue, someone must inspect the dangerous condition. That inspection must be done by the supervisor, or a person designated by that person, the worker and one of the following:**

    - The worker co-chairperson of the safety and health committee
    - The committee member who represents workers
    - The worker representative, if there is no committee

The refusing worker can be assigned alternate work during the investigation. After conducting the inspection, an alternate worker may be reassigned to the refused work. Before the employer or supervisor reassigns the job, the alternate worker must be advised of the first worker's refusal in writing, the reasons for the refusal, the right to refuse and why the task does not present a safety and health risk. If possible, the refusing worker must also inform the alternate worker directly of his or her reasons for refusing the work.

What to do if the dangerous condition is not remedied after the inspection

Those present during the inspection in STEP 2 may notify a WSH safety and health officer of the refusal to work and the reasons for it. The officer will investigate the matter and decide whether the job situation or the task the worker has refused constitutes a danger to the safety or health of the worker or any other worker or person at the workplace. The officer will provide a written decision to:

- The refusing worker
- Each co-chairperson of the safety and health committee, or the worker representative
- The employer

Anyone directly affected by an officer's decision may appeal it to the director of Workplace Safety and Health in writing within 14 days after the date of the order or decision, or within any further period that the director may allow. The director will make a decision about the appeal and provide a written explanation for that decision.

Employer responsibilities and safety and health committees and representatives

Diligent employers take the lead in supporting the committee or representative to function effectively. To do this an employer must provide:

- **Workplace safety and health training for each member of the committee (or worker representative)** – The employer must allow each member of the committee (or worker representative) to take the greater of 16 hours, or the number of hours the worker normally works during two shifts, to attend workplace safety and health training programs, seminars or courses of instruction. During training, the employer must also ensure committee members (or worker representative) are paid at the regular rate of pay for the greater of the course hours or the number of hours the worker normally works during two shifts.
- **Training to fulfill duties** – The employer or prime contractor must ensure that committee members and worker representatives are trained to competently fulfill their duties as members of the committee or as a representative. As best practice, new members should receive formal onboarding and orientation. This may include having the co-chair meet with the new member and provide them with information, such as rules of procedure and past meeting minutes, to prepare them before going into their first meeting. Once onboarded, it's recommended that committee training be offered as soon as possible after joining the committee, as well as on a regular basis.

Competently trained committee members demonstrate an employer's commitment to workplace safety and health and provide guidance to workers and employers on safety and health matters.

Competent training includes knowledge of safety and health rights, roles and responsibilities, as well as knowledge of any of the tasks that may be required of a safety and health committee member.

Both worker and employer safety and health committee members must be competently trained to perform their duties.

- **Information** – The employer is expected to provide the committee with information that is necessary to identify and control any existing or potential hazards. The employer must also ensure that the co-chairpersons/ worker representative receive material, such as improvement orders, stop work orders and general reports from the Workplace Safety and Health Branch.
- **Time** – Committee members or representatives will need adequate work time to carry out their duties (at no loss in pay or benefits).
- **Assistance to the committee or representative to inspect the workplace regularly** – The employer must support the committee or representative in conducting regular inspections of the entire workplace (a minimum of every 90 days) and discuss concerns with workers. These inspections must be conducted jointly by the employer and worker representatives.
- **Assistance to the committee or representative in conducting investigations** – The employer is expected to help the committee investigate and report on incidents. Following an incident, the employer should consider and implement corrective actions.
- **Responding to recommendations from the committee (worker representative)** – If an employer receives written recommendations from the committee or representative to control hazards that may pose a danger, the employer must respond to the committee or representative in writing no later than 30 days after receiving the recommendations, including short and long-term control measures used to address the recommendation.
- **Providing access to records** – The employer must allow the committee or representative to review records, logs, books and statistics, such as loss time injuries, that the employer may keep as required by the WSH Regulation.
- **Ensuring the committee or representative has the support of managers and supervisors** – This is critical to the success of the committee or representative. Some examples might include, allowing time to fulfill committee duties and participating in corrective action processes.

APPENDIX A: SAMPLE WORKPLACE INSPECTION CHECKLIST

Location: _____

Date/time of inspection: _____

Inspector names and job titles:

_____

Note: This inspection form is generic. We encourage you to add items or edit items in the list so that it applies to your industry, internal work practices, and specific legislated requirements.

No.	FLOORS	Satisfactory	Unsatisfactory	Not applicable
1.	Floors clean and clear of waste	☐	☐	☐
2.	Good traction/condition - safe footing	☐	☐	☐
3.	Signs posted to warn of wet floors	☐	☐	☐
4.	No tripping hazards	☐	☐	☐
5.	No worn or loose flooring or carpet	☐	☐	☐
6.	No protruding objects (nails, wires)	☐	☐	☐

No.	STAIRS AND AISLES	Satisfactory	Unsatisfactory	Not applicable
1.	Aisles unobstructed - clearly marked	☐	☐	☐
2.	Mirrors installed at blind corners	☐	☐	☐
3.	Aisles not congested	☐	☐	☐
4.	Aisles wide enough for normal traffic	☐	☐	☐
5.	File drawers not left open as obstructions	☐	☐	☐
6.	Escape routes not congested	☐	☐	☐
7.	Escape routes meet provincial standard	☐	☐	☐
8.	Lighting adequate - walkways well lit	☐	☐	☐
9.	Emergency lighting functioning correctly	☐	☐	☐
10.	No faulty stair treads	☐	☐	☐

No.	EQUIPMENT AND MACHINERY MAINTENANCE	Satisfactory	Unsatisfactory	Not applicable
1.	Equipment/machinery not damaged	☐	☐	☐
2.	Machine guards in place and effective	☐	☐	☐
3.	Tools in proper operating condition	☐	☐	☐
4.	Drip pans/absorbent material available	☐	☐	☐
5.	Furniture in proper operating condition	☐	☐	☐
6.	Ladders in good operating condition	☐	☐	☐
7.	Ladders properly placed or stored	☐	☐	☐

No.	WASTE DISPOSAL	Satisfactory	Unsatisfactory	Not applicable
1.	Adequate number of containers	☐	☐	☐
2.	Appropriate containers for toxic or flammable waste	☐	☐	☐
3.	Waste containers located where waste produced	☐	☐	☐
4.	Waste containers emptied regularly	☐	☐	☐
5.	Waste containers emptied regularly	☐	☐	☐

No.	STORAGE	Satisfactory	Unsatisfactory	Not applicable
1.	Storage areas appropriate for materials being stored	☐	☐	☐
2.	Material stacked securely and accessible	☐	☐	☐
3.	Bins/racks provided where material cannot be safely stacked	☐	☐	☐
4.	Materials stored so as not to interfere with work areas	☐	☐	☐
5.	Storage areas clearly marked	☐	☐	☐

No.	EMERGENCY EQUIPMENT	Satisfactory	Unsatisfactory	Not applicable
1.	Extinguishers inspected annually and tags signed	☐	☐	☐
2.	Extinguishers not obstructed and easily identified	☐	☐	☐
3.	Extinguishers appropriate for the types of fire they must control	☐	☐	☐
4.	Sprinklered rooms clear of stored materials 12" from ceiling	☐	☐	☐
5.	Emergency lighting in place and operating properly	☐	☐	☐
6.	First aid kits present and complete	☐	☐	☐
7.	Eye wash stations present with fluid in date	☐	☐	☐

No.	LIGHTING	Satisfactory	Unsatisfactory	Not applicable
1.	Lamp reflectors clean	☐	☐	☐
2.	Lighting adequate for work being performed	☐	☐	☐
3.	Lamps not next to flammable objects	☐	☐	☐

No.	HVAC SYSTEM	Satisfactory	Unsatisfactory	Not applicable
1.	No persistent odours or fumes	☐	☐	☐
2.	Area heating appropriate for occupancy	☐	☐	☐
3.	Humidity appropriate for occupancy	☐	☐	☐
4.	Ventilation openings properly screened	☐	☐	☐

No.	HAZARDOUS MATERIALS/DANGEROUS GOODS	Satisfactory	Unsatisfactory	Not applicable
1.	Hazardous materials and dangerous goods have been identified	☐	☐	☐
2.	Hazardous materials inventory completed	☐	☐	☐
3.	SDSs available for all hazardous materials	☐	☐	☐
4.	Materials and goods properly stored (appropriate segregation and containment)	☐	☐	☐
5.	Materials and goods properly labeled	☐	☐	☐

No.	SANITATION - WASHROOMS	Satisfactory	Unsatisfactory	Not applicable
1.	Washrooms clean	☐	☐	☐
2.	Fixtures not damaged or leaking	☐	☐	☐
3.	Soaps/paper towels/toilet paper present	☐	☐	☐

No.	SANITATION - FOOD PREPARATION AREAS	Satisfactory	Unsatisfactory	Not applicable
1.	Consumables properly stored	☐	☐	☐
2.	Food residue properly discarded	☐	☐	☐
3.	Food preparation areas clean	☐	☐	☐
4.	Crumb traps cleaned	☐	☐	☐
5.	Cleaning materials stored away from food storage/preparation areas	☐	☐	☐
6.	Small appliances unplugged when not in use	☐	☐	☐
7.	Cleaning cloths in sanitary condition	☐	☐	☐
8.	Sink faucets and drains operating correctly	☐	☐	☐
9.	Fridge and freezer interiors clean - no food residue	☐	☐	☐

No.	SECURITY	Satisfactory	Unsatisfactory	Not applicable
1.	Security locks functioning properly	☐	☐	☐
2.	Doors and windows secured after hours	☐	☐	☐
3.	Emergency plan posted	☐	☐	☐
4.	Confidential materials not left unattended	☐	☐	☐
5.	Confidential papers properly disposed of	☐	☐	☐

No.	ELECTRICAL SAFETY	Satisfactory	Unsatisfactory	Not applicable
1.	Extension cords for temporary use only	☐	☐	☐
2.	Wall outlets not damaged	☐	☐	☐
3.	No exposed or bare wires	☐	☐	☐
4.	Breaker panel covers closed	☐	☐	☐
5.	Power cords don't cross walkways	☐	☐	☐
6.	Temporary cords taped in place	☐	☐	☐
7.	Power cords and plugs in good condition	☐	☐	☐

No.	GENERAL HOUSEKEEPING	Satisfactory	Unsatisfactory	Not applicable
1.	Wall and ceiling fixtures fastened securely	☐	☐	☐
2.	Damaged fixtures/equipment clearly marked	☐	☐	☐
3.	Paper and waste properly disposed of	☐	☐	☐
4.	Desk and file drawers closed when not in use	☐	☐	☐
5.	File cabinets filled from the bottom up	☐	☐	☐
6.	File cabinet drawers not overloaded	☐	☐	☐
7.	Materials not stacked on desks or chairs	☐	☐	☐
8.	Filing stools and wastebaskets not placed where they may be tripping hazards	☐	☐	☐

No.	OTHER	Satisfactory	Unsatisfactory	Not applicable
1.		☐	☐	☐
2.		☐	☐	☐
3.		☐	☐	☐
4.		☐	☐	☐
5.		☐	☐	☐
6.		☐	☐	☐
7.		☐	☐	☐
8.		☐	☐	☐

CORRECTIVE ACTIONS

ISSUE	CORRECTIVE ACTION	PERSON RESPONSIBLE	DUE DATE

APPENDIX B: SAMPLE INCIDENT INVESTIGATION SUMMARY REPORT

☐ **INDUSTRIAL** ☐ **CONSTRUCTION** ☐ **SERVICE SECTOR**

☐ FIRE ☐ EXPLOSION ☐ SPILL ☐ OTHER

EMPLOYER NAME: _____

DEPARTMENT: _____

ADDRESS: _____

INJURY: ☐ YES ☐ NO

DATE and TIME of INCIDENT: _____

INVESTIGATING
COMMITTEE MEMBERS: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

PART 1 - PARTICULARS

Did the incident involve injury? ☐ **YES** ☐ **NO**

If yes,
name of injured: _____ _____ _____
First name Middle Last name

Injured worker's home address:

_____

Injured worker's occupation / job title:

_____

Location of incident: _____

Supervisor's name: _____ _____ _____
First name Middle Last name

Did the incident involve property damage? ☐ **YES** ☐ **NO**
If yes, descibe:

Was the first aid rendered? If yes, by whom? ☐ **YES** ☐ **NO**
(if outside emergency assistance was required, provide details)

PART 2 - DESCRIPTION OF INCIDENT

Did the incident involve injury?

PART 3 - EVIDENCE

Sketch of incident scene:

Describe physical evidence collected:

Photo/video evidence: (list and describe the photos and videos)

PART 3 - EVIDENCE *(CONT'D)*

Persons with information - statement summary:

Name: _____ _____ _____
First name Middle Last name

Date interviewed: _____ **Occupation:** _____
dd/mm/yy

Did you witness the incident? ☐ **YES** ☐ **NO**

Name of interviewer: _____

Summary of statement

PART 3 - EVIDENCE *(CONT'D)*

Persons with information - statement summary:

Name: _____ _____ _____
First name Middle Last name

Date interviewed: _____ **Occupation:** _____
dd/mm/yy

Did you witness the incident? ☐ **YES** ☐ **NO**

Name of interviewer: _____

Summary of statement

PART 4 - INCIDENT CAUSATION

What was the DIRECT CAUSE of the incident?
(what caused injury or damage?)

What were the INDIRECT CAUSES?
(what caused the incident?)

TASK:

WORKER(S):

MATERIAL/EQUIPMENT:

PART 4 - INCIDENT CAUSATION *(CONT'D)*

MANAGEMENT:

ENVIRONMENT:

PART 5 - CORRECTIVE ACTION

Immediate corrective actions to prevent recurrence:

Target date for corrective action: _____
dd/mm/yy

Long term solutions:

Target date for corrective action: _____
dd/mm/yy

PART 6 - REPORT OVERVIEW

Signature of investigator(s): _____

Date report completed: _____
dd/mm/yy

Distribute report to: _____

_____

_____

_____

_____

Signatures of co-chairpersons - safety and health committee:

_____ _____
Employer Co-chair Date

_____ _____
Worker Co-chair Date

Safety and health committees play a crucial role in preventing workplace injuries. They act as the go-between for workers and management for occupational health and safety concerns, make recommendations to management to improve workplace safety and health, help develop programs and make recommendations on training.

For more information about workplace safety and health committees and representatives, or other matters involving workplace safety and health, visit:

SAFE Work Manitoba

wcb.mb.ca/safeworkmanitoba
Winnipeg: 204-957-SAFE (7233)
Outside Winnipeg: 1-855-957-SAFE (7233)
Email: safeworkinfo@wcb.mb.ca

Or by viewing *The Manitoba Workplace Safety and Health Act and Regulation*

WCB
Workers Compensation
Board of Manitoba

SAFE
WORK
MANITOBA
A division of the WCB