



POLICY:
REGULATION: EBBB ACCIDENT REPORTS
EXHIBIT:

1. Students

- a) The Division Office must receive the principal's report on all accidents involving students while in the charges of the school divisions. (Form F-16-94)

All reports will be forwarded to the insurance company: therefore, sufficient information must be supplied.

b) Work Education – Worker's Compensation

Work Education Division Registration: List all the schools in the division that will be using work education. It is only necessary to submit this once. This form must be signed by the superintendent or designate as if verifies that the schools are approved.

Work Education Registration for Workers Compensation Coverage: List all the students who will be participating in work education during a semester or the school year, ending June 30th. When submitting registration forms more than once, it is important that the cover page be submitted each time. A separate cover page has been designed to enable the teacher to make a master copy with all the school information. This master can be then copied, revising the date and program name (if necessary), and provided with each group of students as they go out on work education. Registration forms will not be accepted unless the cover page is attached with all the information.

It is not necessary to provide information on workplace site/changes (this information is requested on the Work Station Confirmation form when there is an accident to report). Fax or mail your registration.

Workers Compensation Board – Employer's Report: Please note that for the purpose of Workers Compensation coverage, Manitoba Education, Citizenship and Youth is the employer. In the event of an accident, the form should be completed, as fully and accurately as possible, by the teacher in charge of an injured student, and immediately sent to **Manitoba Education, Citizenship and Youth, Rm. 168, Legislative Building, 450 Broadway Avenue, Winnipeg, Manitoba, R3C 0V8**. The Workers Compensation Board of Manitoba may levy a stiff penalty if an Employer's Report is not submitted to Manitoba Education, Citizenship and Youth within five (5) days.

Work Station Confirmation: This form is to accompany the Workers Compensation Board – Employer's Report when an accident has occurred.

Please use the attached forms [pages 79 (b), (c), (d), and (e) as the master copies for your needs. Feel free to reproduce as many as you require.

2. Employees

An accident report must be sent to the Division Office for accidents involving all personnel while performing division duties. (Form F-16-94)

APPROVED: December 1996

REVISED: July 21, 2006

SOURCE:

OTHER REFERENCE: