

EMPLOYER'S ACCIDENT REPORT INSTRUCTIONS

(for Accident Report – to be completed by Supervising Instructor)

- In the event of an accident, an Accident Report Form must be completed, as fully and accurately as possible, by the supervising instructor in charge of an injured learner.
- All reports must be sent immediately to:
Adult Learning and Literacy
350 – 800 Portage Avenue
Winnipeg MB, R3G 0N4
or fax (204) 948-1008.
- All inquiries should be directed to (204) 945-8247 or 1-800-282-8069 (ext. 8247), fax (204) 948-1008.
- The Workers Compensation Board of Manitoba may levy a stiff penalty if an Employer's Accident Report form is not submitted to Adult Learning and Literacy **within five (5) days** of the accident.

Please note that for the purpose of Workers Compensation coverage, Manitoba Advanced Education and Literacy is the employer. Therefore, **no contact is necessary with the Workers Compensation Board.**

The Workers Compensation Board's firm number for Manitoba Advanced Education and Literacy is 0050153AE as printed on the Workers Compensation Board – Employer's Accident Report.