

EMPLOYER'S INCIDENT REPORT INSTRUCTIONS

(To be completed by Supervising Instructor)

- In the event of an incident, an **Employer's Incident Report form** must be completed as fully and accurately as possible by the supervising instructor in charge of the injured student. A completed **Work Station Confirmation** form must also be attached. Forms are available at http://www.edu.gov.mb.ca/k12/policy/work_ed.html.
- The completed Employer's Incident Report and Work Station Confirmation form must be emailed or faxed **immediately** to:

**Manitoba Education and Training
Work Placement Registration
1567 Dublin Avenue Winnipeg MB R3E 3J5
Email: tve@gov.mb.ca
Fax: 204-948-2344**

- All inquiries should be directed to 204-945-7947 or 1-800-282-8069 (ext. 7947).
- The Workers Compensation Board of Manitoba may levy a stiff penalty if an **Employer's Incident Report** form is not submitted to MANITOBA EDUCATION AND TRAINING **within five (5) days** of the incident.
- Please note that for the purpose of Workers Compensation coverage, Manitoba Education and Training is the employer. Therefore, **no contact is necessary with the Workers Compensation Board.**

The Workers Compensation Board's firm number for Manitoba Education and Training is 0050153ED, as printed on the Workers Compensation Board -- Employer's Incident Report.