

EMPLOYER'S ACCIDENT REPORT INSTRUCTIONS

(for Accident Reports - 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 the injured student. A completed Work Station Confirmation form must also be attached.
- All reports must be sent **immediately** to
Manitoba Education, Citizenship and Youth
Work Placement Registration
1567 Dublin Avenue
Winnipeg MB R3J OY9
or fax (204) 948-2344
- All inquiries should be directed to (204) 945-7948 or 1-800-282-8069 (ext. 7948), fax (204) 948-2344
- The Workers Compensation Board of Manitoba may levy a stiff penalty if an Employer's Accident Report form is not submitted to MANITOBA EDUCATION, CITIZENSHIP AND YOUTH **within five (5) days** of the accident.

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

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