

# Employee Incident/Injury Reporting Procedures

## Worker's Responsibilities

1. Immediately report injury to Occupational First Aid (OFA) Attendant

2. Immediately report injury to your Supervisor

3. If injury results in time loss, have a medical practitioner complete a **Physician's Recommendation for Work Readiness form** and submit to Health & Safety within 24 hours of injury or asap

4. If injury results in time loss or visit to medical practitioner, report injury to **WorkSafeBC** via Teleclaim phone number 1-888-967-5377 (1-888-WORKERS)

5. If unable to return to full duties, participate in Return-to-Work Program and provide regular medical updates

## Occupational First Aid (OFA) Attendant's Responsibilities

1. Provide first aid care to injured worker according to OFA certification level

2. If injury could result in time loss, give injured worker a **Physician's Recommendation for Work Readiness form**

3. Within 24 hours, complete **First Aid Record** and submit copy to Health & Safety Dept. Keep original in secure location on site



All forms are available at

- My Dashboard (ESS)
- SD63 Health & Safety Webpage

Health & Safety Dept. Contact Info

- Tel 250-652-7327
- Fax 250-652-7372
- Confidential Fax 250-652-7391

## Supervisor's Responsibilities

1. Within 24 hours, if injury could result in **time loss or require medical attention** (or if incident investigation is required as per Section 173 of WC Act), conduct investigation with minimum of one worker, complete **Incident Investigation Report** and submit to Health & Safety Dept. Ensure worker has **Physician's Recommendation for Work Readiness form**

2. If incident involved a student, complete a **Threat/Violence Report** and an **Incident Investigation** (if applicable) and submit to Health & Safety Dept.

3. Send copy of **Incident Investigation Report** and/or **Threat Violence Report** to Joint Health & Safety Committee for review

4. Monitor injured worker's Return-to-Work Program and ensure medical clearance to return to full duties