

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 both an **Incident Investigation** and a **Threat/Violence Report** and submit to Health & Safety Dept.

3. Send copy of **Incident Investigation Report** to Site Safety Committee for further recommendations

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

How to Report an Employee Injury/Incident

Will the incident result in time off work or medical aid for the worker?

1. **Injured worker** shall immediately report injury to site-based Occupational First Aid Attendant (OFA).
2. **OFA** will provide immediate first aid care to injured worker according to their certification level.
3. **OFA** will complete SD 63 First Aid Record. OFA will maintain the original completed form in a secure place, maintaining confidentiality, and send a copy via facsimile to SD 63 HR/OHS 250-652-7372 or 250-652-7391.
4. **OFA** will provide injured worker with an SD 63 “Physician’s Recommendation for Work Readiness Form.”
5. **Injured worker** must immediately report any workplace injury to his/her immediate supervisor.
6. **Injured worker** is responsible for ensuring that his/her physician completes the “Physician’s Recommendation for Work Readiness Form” if the injury results in time off work or a visit to the doctor/clinic/hospital. This form must be completed by a physician as soon as practicable and within 24 hours of the injury and sent to SD 63 HR/OHS at fax 250-652-7372 or confidential fax 250-652-7391.
7. The immediate **supervisor** along with a minimum of **one worker representative** must complete an “SD 63 Incident Investigation Report.” This report must be completed within 24 hours of the injury and sent to SD 63 HR/OHS at fax 250-652-7372 or 250-652-7391. Site safety committees are responsible for reviewing incident investigation reports and making recommendations on all workplace injuries at their regular monthly meetings.
8. **Injured worker** is responsible for reporting his/her workplace injury to WorkSafe BC by making a WSBC Teleclaim at phone number. 1 (888) 967-5377.

Will this incident involve first aid only (and no visit to the doctor/hospital/clinic) and no time away from work (and does not involve a student or member of the public?)

- Skip #4, 6, #7 and #8 above.

Is this incident a result of a “violent” interaction with a member of the public?

- *WorkSafe BC Regulation defines “violence” as the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.*
- *Follow all pertinent steps above. An Incident Investigation Report must be completed by the supervisor and a minimum of one worker representative.*

Does this incident involve a student (and may or may not involve time off work and/or medical aid for the employee)?

- *School District 63 believes challenging student behaviour may be similar to the WorkSafe BC definition below with the acknowledgment that, particularly in the case of students with special needs, the incident does not necessarily involve an intent to injure.*
- *In Step 7 above, the immediate supervisor and a minimum of one worker representative must also complete a “Threat/Violence” report.*

ALL FORMS are available on the Employee Self Service (ESS) Dashboard or at <http://www.sd63.bc.ca/> click on Staff/Health and Safety look under How to Report an Incident or Injury.



Visit us at our website: www.sd63.bc.ca