# 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

## 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

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**Health & Safety Dept. Contact Info**

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

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All forms are available at:
- **My Dashboard (ESS)**
- **SD63 Health & Safety Webpage**