

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 at fax (250) 652-7372.
4. **OFA** will provide injured worker with an SD 63 “Physicians Return to Work Recommendation 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 “Physicians Return to Work Recommendation 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 sent to SD 63 HR/OHS at fax (250) 652-7372.
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. 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 completing by making a WSBC Teleclaim at ph. 1 (888) 967-5377.

ALL FORMS are available on line at <http://www.sd63.bc.ca/departments/healthsafety>

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 an “Employee Injury/Incident Student Related” report*

