



7101: EMPLOYEE ACCIDENT/INJURY PROCEDURES (AP)

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ADMINISTRATIVE PROCEDURES

1.0 REPORTING ACCIDENTS/INJURIES TO EMPLOYER

- 1.1 Employees involved in reportable injury are to report the occurrence as soon as practical to their supervisor.
- 1.2 WorkSafe BC defines a reportable injury as follows:
 - 1.2.1 The worker loses consciousness following the injury, or
 - 1.2.2 The worker is transported or directed by a first aid attendant or other representative of the employer to the hospital or other place of medical treatment, or is recommended by such person to go to such place, or
 - 1.2.3 The injury is one that obviously requires medical treatment, or
 - 1.2.4 The worker states that they intend to seek medical treatment, or
 - 1.2.5 The worker has received medical treatment for the injury, or
 - 1.2.6 The worker is unable or claims that they are unable to reason of the injury to return to their usual job function on any working day subsequent to the day of injury, or
 - 1.2.7 The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or a hearing aid, or
 - 1.2.8 The worker or the Board has requested that an employer's report be sent to the Board.
- 1.3 Supervisors are to make notes of the employer related injury as appropriate.

2.0 REPORTING INJURIES TO WORKSAFE BC

- 2.1 The Board is required to report an injury to WorkSafe BC when a supervisor, first aid attendant or other representative of the employer first becomes aware of any one of the conditions listed in 1.2 above, or when notification of such conditions received at an office of the Board.
- 2.2 The Board is required to report the injury to WorkSafe BC within 3 days of the occurrence of the injury.

3.0 REPORTING FORMS

3.1 Employee Report

The employee shall complete the “**Employee’s Report of Injury or Industrial Disease to Employer**” form 6A, illustrated by Appendix I attached.

3.2 Employer’s Report (Form 7)

The Board shall complete the “**Employer’s Report of Injury or Industrial Disease**” form as illustrated by Appendix II attached. This form is usually completed by the Payroll Clerks in the Board Office based on the Employee Report and other data.

3.3 First Aid Report

When a qualified First Aid Attendant is designated by the Board, the First Aid Attendant is to complete the “**First Aid Report**” illustrated by Appendix III where the employee has reported the injury to the First Aid Attendant.

3.4 Accident Investigation Report

The supervisor, accompanied by a representative of the Joint Site Safety Committee, must thoroughly investigate the accident or injury with the purpose of preventing such accidents from occurring in the future. The **Accident Investigation Report**, illustrated by Appendix IV is to be completed as soon as practical following the accident/injury and forwarded to the Board Office.

4.0 Annual Drill

4.1 At least once each year, each facility must conduct a First Aid drill specific to employee injuries to ensure their locations emergency response procedures are effective and that workers and First Aid Attendants are capable of fulfilling their roles and responsibilities.

4.2 Procedures and processes assessed during a First Aid Drill must include.

- The ability to access equipment, supplies and first aid facilities.
- Worker’s familiarity with how to call for first aid and the location of the first aid equipment.
- How effectively the first aid attendant can be summoned.
- How effectively the first aid attendant can respond to both minor and serious injuries.

- How effectively an injured worker can be accessed and moved, and if there are any barriers present in the workplace.
- How effectively an injured worker can be prepared and transported to an area accessible to BCEHS, if required.
- And whether first aid attendants are familiar with documentation and reporting requirements.

5.0 ROLE OF JOINT SITE SAFETY COMMITTEE

- 5.1 All accidents/injuries, in particular the Accident Investigation Reports, shall be reviewed by the Safety Committee for possible recommendations to rectify unsafe equipment, work procedures or work practices.

6.0 STUDENT INJURIES

- 6.1 7100: Accident/Injury Procedures (AP) is applicable to Student Accidents or Injuries.

RESOURCES AND REFERENCES

Pacific Rim School District – XXX: Employee Accident / Injury Procedure (P)
WorkSafe BC Occupational Health and Safety Regulations