

7101: EMPLOYEE ACCIDENT/INJURY PROCEDURES (AP)

Approved: 92 10 06
Amended: 08 02 12

POLICY

The Board of Education wishes to comply with the WorkSafe BC regulations and keep appropriate records of employee accidents and injuries. The Regulations to this Policy direct supervisors and employees to report injuries and to complete the appropriate forms. All accidents/injuries will be referred to the Joint Site Safety Committee for review and possible recommendation.

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 he intends 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 he is unable to reason of the injury to return to his 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 ROLE OF JOINT SITE SAFETY COMMITTEE

- 4.1 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.

5.0 STUDENT INJURIES

- 5.1 Policy 5140 Accident/Injury Procedures is applicable to Student Accidents or Injuries. The School/College/Institute Incident Report Form as provided by Marsh McLennan are not to be completed for employee accidents or injuries.