

Regulation No.: 4310-41
Date Approved: August 26, 2015
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4310-41 WorkSafe BC Injury Reporting and Investigation

1. Accident or Incident Reporting—All Employees
 - 1.1 As soon as possible after the event, report verbally to the appropriate supervisor any work-related injury they have experienced or witnessed.
 - 1.2 Follow up with the completion of a copy of *WorkSafe BC Form 6A (Worker's Report of Injury or Occupational Disease to Employer)*. Submit this form to the appropriate supervisor within 24 hours of the event.
 - 1.3 If the First Aid attendant provides assistance, they will fill out the *WorkSafe BC Form 7A (First Aid Report)*. This form is filed by the school secretary.
 - 1.4 The site supervisor will complete sections 1 through 26 of *WorkSafeBC Form 7 (Employer's Report of Injury or Occupational Disease)* and submit *Form 6A* and *Form 7* to the School Board Office within 24 hours of the event.
 - 1.5 The School Board Office will complete the remainder of *Form 7*, have it signed by the Director, Human Resources or the Secretary-Treasurer, and submit it to WorkSafe BC.
2. Accident or Incident Investigation
 - 2.1 After receiving notification of any accident or incident involving an employee, an investigative team comprised of the site supervisor, the employee and a worker representative should, within 24 hours of the notification, conduct an investigation of the incident using *WorkSafe BC Form 52E40 (Incident Investigation Report)*.
 - 2.2 The incident will be reviewed collectively, in a constructive way, recommending corrective actions and/or procedures to help prevent the recurrence of similar incidents.
 - 2.3 The incident investigation report will identify:
 - (a) the place, date, and time of the incident;
 - (b) the names and job titles of persons injured;
 - (c) the names and job titles of any witnesses;
 - (d) a statement of the sequence of events which preceded the incident;
 - (e) a brief description of the incident;
 - (f) identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;

- (g) a determination of the cause or causes of the incident;
- (h) recommended corrective actions to prevent the recurrence of similar incidents, and
- (i) the name(s) of the person(s) who investigated the incident.

2.4 Any supervisor who requires assistance or advice in conducting an accident/incident investigation should contact the Director, Human Resources.

3. Debriefing of Incident

3.1 The site based Occupational Health & Safety Committee will review *Form 7* reports and *Form 52E40* reports at their monthly meetings.

3.2 The supervisor will submit the *Form52E40* to the school board office. These forms will be kept on file at the school board office.

3.3 The District Occupational Health & Safety Committee will review all *Form 7* reports and *Form 52E40* reports. Any matters of general application will be reported in the district committee minutes so that other sites are informed.

3.4 The supervisor and worker representative who undertook the incident investigation will follow up with the injured individual, witnesses and the first aid representative to ensure their well- being.

4. Serious Incidents

4.1 The supervisor must report to the Superintendent of Schools or Secretary-Treasurer, and the Director, Human Resources, as soon as possible when the incident causes any serious injury (i.e. resulting in hospitalization).

REFERENCE:

Policy 4310 – Occupational Health & Safety Policy

Regulation 4310-40 – Incident Reporting and Investigation Decision Tree

Regulation 4310-43 – Property and Vehicle Damage

Regulation 4310-44 – Near Misses

Regulation 4330-10 – Protection of Employees from Violence in the Workplace

Regulation 4340-42 – Injuries to Students and Members of the Public