

REPORTING OF WORK-RELATED INJURY OR ILLNESS

A work-related injury or illness is defined as one that arises out of and in the course of employment or is due to the nature of employment. The worker must have been working when hurt and the injury caused by something to do with the job, there is time lost and the worker sought medical attention.

Workers	Supervisors
<p>STEP 1: Report to the First Aid Attendant immediately.</p> <p>STEP 2: Seek medical attention (if required) and tell your doctor your injury is work related. SD84 is responsible for your transportation costs to the doctor's office or hospital.</p> <p>STEP 3: Report your injury to WorkSafeBC by calling Teleclaim at 1-888-WORKERS, Mon-Fri, 8 am-4 pm. Inform your Supervisor.</p> <p>STEP 4: Complete Form 6A, <i>Worker's Report of Injury or Occupational Disease to Employer</i>, and submit to Supervisor as soon as possible after injury. <i>Note: If you are injured during after-school hours when there is no First Aid Attendant present, you must complete Form 55B23, First Aid Record, and Form 6A, and submit to Supervisor as soon as possible. Both forms are in Section R of the Health and Safety website: https://sd84.bc.ca/staff-resources/health-safety/.</i></p> <p>STEP 5: Complete Violent Incident Report Form if injured as a result of a violent incident. Submit form to your Supervisor and inform your staff rep/Union President. <i>Form is in Section V of the Health and Safety website: https://sd84.bc.ca/staff-resources/health-safety/.</i></p> <p>STEP 6: Complete Form 3, <i>Worker Prescription Claim</i> or Form 3A, <i>Worker Supply and Services Claim</i>, if you have any health care expenditures as a result of your injury. Submit to WorkSafeBC with receipts. <i>Form is in Section R of the Health and Safety website.</i></p> <p>STEP 7: Return to work safely, based on medical documentation.</p>	<p>STEP 1: Review First Aid Form 55B23 and Employee's Form 6A.</p> <p>STEP 2: Conduct preliminary investigation within 48 hours with the involvement of worker representative(s) if medical attention was required or time lost, or if resulting from a violent incident.</p> <p>STEP 3: Complete SD84's four-part Incident Investigation Report, preliminary sections. <i>Form is in Section R of the Health and Safety website: https://sd84.bc.ca/staff-resources/health-safety/.</i></p> <p>STEP 5: Submit First Aid Report, Form 6A and four-part Incident Investigation Report to School Board Office within three working days of employee's injury or illness.</p> <p>STEP 6: Complete full investigation with worker representative(s), including interviewing of injured worker(s) and all witnesses within 30 days. Complete 'final investigation' sections of the four-part Incident Investigation Report and submit report to the School Board Office.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>NOTE: 'Near misses' that could have resulted in serious injury or death are to be reported and investigated, using the same process as outlined above. Supervisors, please ensure that all employees at your worksite are aware of the requirement to report.</i></p> </div>

SUMMONING FIRST AID – Minor Injury or Illness

Report to the office and meet the First Aid Attendant (FAA) where the first aid kit is located.

The first aid kit at this worksite is located at: _____

The First Aid Attendant(s) is(are): _____

The FAA (with the consent of the injured worker) will make the decision whether the worker should be transported to medical aid. The FAA's decision of treatment or transport must not be overruled. The FAA, however, does not have the authority to overrule a worker's decision to seek medical attention.

SUMMONING FIRST AID - Serious Injury or Illness

Dial 911. Arrange for ambulance to meet the First Aid Attendant (FAA) at the scene. Keep patient calm and still. The FAA will make the decision whether an ambulance is required.

If an ambulance is required (injury is critical or severe), stay calm, speak clearly, and relay the following information:

- Location of patient (name of worksite, address, entrance to use, etc.);
- How to get to the patient;
- Someone will be meeting the ambulance and directing them to the patient;
- Contact phone number so dispatch can call back;
- Mechanism of injury (what happened);
- Known injuries to the patient (fractures, conscious, heart attack, etc.).

If transporting the patient will not aggravate the injury, the FAA will seek assistance from the office to drive patient to medical help.