

INJURY ON DUTY REPORTING REQUIREMENTS

HS 7

INTENT

Community Services is committed to the timely and accurate reporting of work related injuries in order to facilitate prompt wage loss and medical claims for its employees.

POLICY

All incidents resulting in injury to staff shall be thoroughly documented in writing and promptly reported. Employees must report all injuries within 24 hours to their supervisor.

PROCEDURE

1. The employee must complete a WorkSafeBC form 6A for all injuries, whether or not time off or a visit to the doctor is required.
2. When the injured worker has completed a WorkSafeBC 6A form, the supervisor will submit the original to payroll.
3. The WorkSafeBC 6A forms will be kept on file in the event that a claim is opened at a later date. Payroll will complete the WorkSafeBC Form 7 if necessary.
4. A Critical Incident report must be filed at the same time as the Form 6A and forwarded to the supervisor. Refer to Policy 6HS

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually