For those workers that have been involved in an incident, especially a violent one that resulted in a near miss or actual injury, the reporting process and follow through has been detailed in a step-by-step process below.....

Incident

- Actual Injury
- Near Miss

First Aid

- Employees should always report to the First Aid Attendant on site immediately in order to access the level of injury.
- Employees are then advised on how to proceed should they become symptomatic.
- Employees are to retain a copy of the report that the First Aid attendant completes.

Forms

• Employees must then complete the necessary paperwork as determined by the type of incident that they experienced.

WVI

- •The **Workplace Violent Incident** reports can be found on the District's website and can be completed electroncially or via hardcopy.
- •The employee is to keep a copy prior to submitting the completed form to their immediate supervisor.

6A

- •The **WorkSafe BC 6A** form can be found on the District's website and can be completed electroncially or via hardcopy and submitted as per the instructions on the form.
- Employees must complete this document if they are injured at the workplace and retain a copy for their records.

Form 6

• Employees that have been injured at the workplace must either call **WorkSafe BC's "Dial-a-Claim"**, or complete the Form 6 found on the WSBC website and submit as per the instructions on the form. (Retain copy of records)

Invesitagation

•The Employer is responsible for conducting an incident investiation within forty-eight (48) hours if the appropriate criteria has been met. This is done by committee and would include the Employer's representative, the affected employee, and preferably a member of the JOHS committee that is from the same employee group as the affected member. In some instances the Employer may want to bring in an expert in the field (i.e. Construction, Special Needs) to assist in this part of the process.

Risk Assessment

•The Risk Assessment Tool is then completed, again by committee, which will result in either a change or implementation of a safety plan for the Worker and/or the Student.

Safety Plan

- •The Worker Safety Plan is completed.
- •This should be reviewed as needed (i.e. 30 days, 90 days)

Investigation

•The final investigation is completed withing thirty (30) days of the incident. If the Employer is able to complete the investiation all in one step (see WSBC stop gap) then this part of the process may not need to carreid out.

JOHS

•The sites Joint Occupational Health & Safety committee will then reveiw the details of the incident in its entirety being mindful not to disclose personal information (ie. names, diagnosis, etc.) thus ensuring that no steps have been missed and an appropriate resolve has been put into place ensuring the health and safety of the employee(s) and that the hazard has been removed or at the very least mitigated.

IMPORTANT: If AFTER FOLLOWING THIS PROCESS THE HAZARD (PERSON, PLACE, OR THING) IN THE WORKPLACE CONTINUES TO PRESENT ITSELF THEN IT WOULD BE REASONABLE TO CONTACT WorkSafe BC and request their assistance.