

Near Miss or Injury Reporting

Worker injured at work or potential for injury

- ❖ Report to supervisor and make detailed notes. If is student related see supervisor for “**Worker Statement of Incident**” form.
- ❖ Seek medical attention if necessary.
- ❖ Decide which forms to fill out and submit ASAP.
- ❖ Report to supervisor if teleclaim is used.

Work Safe BC **Form 6**

- ❖ Is taken off or leaves the jobsite for treatment
- ❖ Misses time from work after the day of injury
- ❖ Loses consciousness.
- ❖ Is diagnosed with work related disease.
- ❖ Develops symptoms of a mental health disorder related to work or work environment.
- ❖ Suffers broken eyeglasses, dentures, hearing aids, or artificial limb due to work related incident.

Form 6 is submitted to supervisor

The supervisor fills out **form 7** and then sends both forms to **payroll@sd64.org**
Copies kept on site.

Forms are submitted to Worksafe BC by SD64 claims manager.

Reporting Injury or Near Miss (Safety Concern)

- ❖ No injury but potential for injury.
- ❖ For record of incident.
- ❖ Minor injuries that do not need medical attention.

Near miss form (non-worksafe)

submitted to supervisor.
Supervisor sends copy to:
dlittle@sd64.org
Copies kept on site.

The form is filed with JH&SC and included with injury near miss data.

Conducting an Incident investigation

JH&C investigation if needed.
Training and action plans created where needed.