

WorkSafeBC Injury Reporting and Investigation Procedures

(1) Injury Reporting

All work-related injuries or accidents, regardless of severity, must be reported immediately. Prompt reporting helps prevent delays in claims and supports timely preventive actions.

Reporting Process:

- Report injuries to your supervisor using the [WorkSafeBC Form 6](#) (*Worker's Report of Injury or Occupational Disease to Employer*), available on the [District](#) or [WorkSafeBC](#) websites.
- Workers must report an injury to their supervisor **and** the first aid attendant promptly and document the treatment on the [First Aid Record](#). The First Aid Record is retained at the site and does NOT go to WorkSafeBC.
- Complete [Form 6](#) and submit to your supervisor.
- If the employee cannot complete the form or does not return to work, a **witness, co-worker, or supervisor** should complete the [Form 6](#).

Supervisor Responsibilities:

- Completes [Form 7](#).
- Forwards Forms 6 and 7 to: OHS@sd64.org.
- Completes sections 1 to 14 in the [Employer Incident Investigation Report](#) (EIIR) within **48 hours**.
- Send completed EIIR (sections 1 to 19) to the OHS@sd64.org **within 30 days of the incident**.

(2) Accident Investigations

Required when a serious injury, accident, or exposure occurs, or could have occurred or results in a visit to a doctor or there is a loss of worker time. [Helpful Guide](#).

Purpose:

- Identify causes and unsafe conditions or actions.
- Prevent recurrence.

Guidelines:

- Investigate promptly.
- Identify causes and recommend corrective actions.
- Include employer and employee representatives in the process.

Roles and Responsibilities

District Administration:

- Ensure regulatory compliance.
- Implement corrective actions.

Principals, Managers, Supervisors:

- Act immediately to reduce risk.
- Complete investigations promptly.
- Submit reports and corrective actions

Occupational Health and Safety District Principal:

- Monitor compliance.
- Support staff and follow up.
- Provide monthly summaries to the District JOHS Committee.
- Forward documentation to WorkSafeBC.

Site JOHS Committees:

- Review injury reports.
- Ensure investigations are completed.
- Recommend further corrective actions to the Principal or Site Supervisor.

(3) Accident Investigation Process

Investigations should include:

- Observational notes taken soon after the incident.
- Interviews with involved employees/witnesses.
- Root cause analysis.

Document findings in the [EIIR](#) and forward to OHS@sd64.org. Supervisors must implement corrective actions.

(4) Risk Assessment

Evaluate corrective actions using the risk matrix below considering:

- Likelihood of exposure
- Probability
- Severity

Risk Assessment Rating Descriptions

	Low	Medium	High	Extreme
Severity Physical/psychological injury severity potential	(1 pt) Minor first aid treated at the site	(2 pts) Medical aid – healthcare professional required	(3 pts) Health care professional treatment and lost time >5 days	(4 pts) Health care professional treatment resulting in permanent disability
Probability Probability of an incident based on the current situation	(1 pt) Not possible or probable	(2 pts) Might happen in the future but not certain when	(3 pts) Will happen today or tomorrow if work proceeds as planned	(4 pts) Will happen immediately if work proceeds as directed
Control measures Existing control measures to support safe work	(1 pt) Controls in place, workers are aware, experienced, skilled, and have authority to address issue effectively	(2 pts) Limited controls in place, workers are aware, but with limited experience or skills, and cannot address the issue without additional support	(3 pts) No controls in place, limited worker hazard awareness, skills and experience are limited	(4 pts) No controls, no worker hazard awareness, no experience, young worker

Risk Score

Risk Score = S x P x C	Severity (pts)	x	Probability (pts)	x	Controls (pts)	=	Total Risk Score
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Risk Level	Risk Score Range	Expected actions
Low risk	1-7	Could proceed as planned; the issue is not likely to lead to increased risk of injury.
Med risk	8-16	Could proceed but need to reconsider the context and the controls to manage risk.
High risk	18-64	Must review the work as planned and reduce risk by implementing controls.

(5) Investigation Routing Process

Investigation Team:

- Submit completed [EIIR](#) and forward to OHS@sd64.org.

Principal/Supervisor:

- Review and act on recommendations.
- Document corrective actions.
- Forward report to OHS@sd64.org.
- Share a redacted copy with the Site JOHS Committee and post on the Health and Safety bulletin board.

District Principal:

- Present findings to the District JOHSC.
- Forward required information to WorkSafeBC.