

Health & Safety in the Workplace Intranet

Government of British Columbia

1.4.1: Policy

Policy

An employee involved in an incident must notify his/her supervisor as soon as possible following the incident. If the employee is injured, they must also report to the First Aid Attendant.

WorkSafeBC forms must be completed as required (refer to [Incident Reporting Table](#) for instructions on [WorkSafeBC form](#) completion).

The supervisor must investigate any incident, determine cause, outline preventative measures and forward the investigation to the Joint Health & Safety Committee and their safety resource personnel. Safety resource personnel are available to provide assistance.

Definitions

"**Incident**" includes any occurrence which resulted in an injury or had the potential for causing a serious injury or occupational disease.

"**Supervisor**" means a person who instructs, directs and controls employees in the performance of their duties. This employee does not necessarily carry the title of supervisor.

Serious Incidents

The supervisor will immediately report any of the following incidents to the safety resource personnel. The safety resource personnel will then report to WorkSafeBC and other necessary persons. Also, these incidents require immediate investigation: ([WC Act 172](#))

- Incidents resulting in serious injury to or death of a employee
- Incidents involving major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction system or excavation
- Incidents involving a major release of a hazardous substance
- Any other incident required by legislation to be reported, such as blasting incident or diving incident

In the event of a serious injury or death, the following people must be notified immediately:

- Regional Director or Manager of work group
- Regional Manager, Human Resources
- Manager, Occupational Safety (HQ)
- BCGEU Union President
- BCPSA Manager, Occupational Health and Safety
- WorkSafeBC

The Regional Director will determine who is *the* "primary point of contact" for all matters relating to the incident.

Only the "primary point of contact" is to interact with the agencies involved and family members.

Preservation of Evidence

If practicable, the scene of any immediately reportable incident must be left untouched, except for activity necessary to attend to persons injured or killed, to prevent further failures or injuries or to protect property that is endangered as a result of the incident.

Motor Vehicle Accidents (MVA)

Secure the area. Ensure the safety of yourself and all others in the area. Follow the guidelines found in your ICBC handbook.

In the case of any accident involving a government vehicle, a Driver's Report must be filed.

Go to: [PHH Vehicle Accident Report & Instructions](#) (FIN615) and [PHH Quick Guide](#) or e-mail [Mark Pratt](#), Manager, Fleet Services for more information.

In the case of an MVA occurring on a public street or highway, the employee may wish to claim compensation through ICBC. In cases where a WorkSafeBC claim is not filed, the employer is not obligated to make a report to WorkSafeBC unless the injured employee wishes to claim WorkSafeBC compensation. In this case, all normal WorkSafeBC reporting procedures are followed.

Reference

- [WC Amendment Act Sections 172-177](#)
- [WorkSafeBC Occupational Health and Safety Regulation Sections 3.5 – 3.8](#)
- [BCGEU 14th Master Agreement Article 22.5](#)
- [BCPSA Policy Directive 12.6](#)
- [FIN 597 - General Incident or Loss Report](#) (Private vehicle or property damage/loss)

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