

1.4.1: Policy

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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.

WCB forms must be completed as required (refer to [Incident Reporting Table](#) for instructions on [WCB 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 the WCB 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) at (250) 387-7804
- BCGEU Union President 1-800-663-1674
- BCPSA Manager, Occupational Health and Safety at (250) 387-0453
- WCB

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

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 WCB claim is not filed, the employer is not obligated to make a report to WCB unless the injured employee wishes to claim WCB compensation. In this case, all normal WCB reporting procedures are followed.

In the event of a MVA, a [Vehicle Accident Report](#) form must be completed by the driver and supervisor within 48 hours and faxed to the Underwriters Adjustment Bureau Ltd. at (514) 342-5474. See also [Accidents, Vandalism/Incidents](#).

Reference

- [WC Amendment Act Sections 172-177](#)
- [WCB Occupational Health and Safety Regulation Sections 3.5 – 3.8](#)
- [BCGEU 13th Master Agreement Article 22.5](#)
- [BCPSA Policy Directive 12.6](#)
- [FIN 597 - General Incident or Loss Report](#)