



5.07 WORKERS' COMPENSATION COVERAGE

5.07.1 RELATED DOCUMENTS

- 5.07 Workers' Compensation Coverage Policy
- 5.07 Workers' Compensation Coverage FAQs
- WorkSafeBC Form 7 – Employer's Report of Injury or Occupational Disease

5.07.2 PROCEDURES

- (1) All volunteers are covered for workers' compensation when a task number is obtained and the volunteer's name is entered on the Task Registration Form. Volunteers engaged in emergency operations must be signed up each day on a Task Registration Form. For the purposes of this coverage, volunteer activities are divided into four categories:
 - a. **Operational tasks:** Volunteers considered to be on an operational task will receive coverage for the travel portion of their response (portal to portal) as well as for the operational task itself.
 - b. **Training tasks:** Travel related to training tasks is not subject to the same level of urgency, so there is no coverage for the travel portion. Workers' compensation coverage is only applicable for the training or exercise itself.
 - c. **Demonstrations and competitions:** Demonstrations or competitions where there is a significant risk of injury are viewed as an opportunity to test the level and quality of training. An application for a training task number should be submitted. Once assigned a training task number, the participating volunteers qualify for this coverage for the demonstration/competition, but not for travel to these activities.
 - d. **Public education and displays:** This coverage does not apply to public education activities, such as mall displays or parades.
- (2) The following situations must be reported directly to EMBC in the same operational period as the occurrence, so that EMBC can report the injury as required to WorkSafeBC (WSBC) within 72 hours of the incident occurring (including injuries sustained on an approved training task):
 - a. A volunteer loses consciousness following the injury;
 - b. A volunteer is transported or directed by a first aid attendant or other authorized person(s) to a hospital or other place of medical treatment, or it is recommended by such persons to go to such place;



- c. The injury is one that obviously requires medical treatment;
- d. A volunteer has received medical treatment (beyond the site first aid) for the injury;
- e. A volunteer is unable or claims to be unable due to the injury to return to his or her assigned function on any working day subsequent to the day of injury;
- f. The injury or accident resulted or is claimed to have resulted in the breakage of an artificial limb, eyeglasses, dentures, or a hearing aid; or
- g. The volunteer or WorkSafeBC has requested that an employer's report be sent.

IMPORTANT – ALL WSBC FORM 7s MUST BE SIGNED BY THE EMBC EXECUTIVE DIRECTOR, OPERATIONS. DO NOT SUBMIT FORMS DIRECTLY TO WSBC.

- (3) When a volunteer is injured on an authorized task, the task leader must:
 - a. Inform the Emergency Coordination Center at 1-800-663-3456;
 - b. Inform the Regional Office; and
 - c. The Regional Office will ensure that a WSBC Form 7 – Employer's Report of Injury or Occupational Disease is completed and forwarded to WorkSafeBC within 72 hours of injury/exposure.
- (4) WSBC Form 7 must be forwarded immediately to the Regional Office together with Task Registration Form and Task Report if it is available. If the Task Report is not available, do not hold the claim, submit it immediately, and forward the Task Report Form as soon as possible. Do not complete the "Employer Information" or "Signature and report date" sections.
- (5) When a WSBC Form 7 is received at the Regional Office, the Regional staff will ensure the form is complete including reference to the task number on the form. The form is then sent to EMBC Headquarters.
- (6) EMBC Headquarters will obtain the EMBC Executive Director, Operations signature and send the Form 7 to WSBC. EMBC Headquarters will retain the original form.