

Quesnel School District No. 28

INCIDENT/INJURY REPORTING PROCEDURE

EMPLOYEE GUIDELINES:

1. A School District No. 28 employee who has an accident/injury/exposure at work **must** report to the designated First Aid Attendant or if after hours, to the designated Site Manager/Principal for the site verbally by phone. This should be done no later than **three hours after the incident/injury**. The First Aid Attendant will complete the First Aid and Patient Report Assessment form.
2. When the employee is fit to do so, the worker **must** complete a "Worker's Report of Injury Form 6A." Form 6A can be obtained from the site secretary or online at <https://www.worksafebc.com>. This form should be completed no later than **three hours after the incident/injury** and submitted to the Principal/Manager. If this form is not completed, the employee's claim could be delayed. Retain a copy of the completed Worker's Report of Injury Form 6A for **your** records.
3. If you go to a physician, qualified practitioner, or have lost time and this was not indicated on your original Worker's Report of Injury Form 6A, please report the change to your Principal/Manager immediately. We are required to advise WorkSafe BC of any change in your status.

Note: *A designate may complete Form 6A when the injured employee is unable to do so or when the employee is absent from work.*