



## **Health and Safety: Reporting of Work-Related Injuries and Incidents (Including “Near-Misses”)**

WorkSafe BC requires all workers, including teachers, to report work related injuries and safety related incidents (including “near-misses”). Depending on the severity of the incident, teachers are required to report to either the school First Aid Attendant (Safety Book), to their Administration (WCB Form 6A) or directly to WorkSafe BC by using their Teleclaim service.

Members must report any injury or incident that results in missed work time to their administrator (Form 6A) and to WorkSafe BC (Teleclaim). A flow chart outlining the process for reporting and investigating safety incidents can be found adjacent to the Helpful Links section of this page.

Please seek the assistance of your Site Safety Representative, Staff Representative, and/or Local President for reporting and investigating Health and Safety Related incidents.

For reporting Violence in The Workplace Incidents, including acts of violence and verbal threats made at the worksite or outside of the worksite, Members immediately report the incident verbally to their Administrator and should also follow up by using WorkSafe BC Form 6A located at the bottom of this page and in the “Forms” section of our website. Members are strongly encouraged to engage the assistance of their Site Safety Representative, Staff Representative and/or Local President for reporting, investigating and additional follow up. Please refer to the Violence in The Workplace section of our website for additional information.

Members who miss work time or are in danger of missing work time due to a work related injury or incident are strongly advised to visit their physician as soon as possible following the incident advising that the visit is related to a workplace event.

Members who have had their WorkSafe BC claim denied can engage the BCTF for an appeal. Please contact the Local President for assistance.

A helpful resource for Site Safety Representatives for ensuring a successful Health and Safety Program at their school is the BCTF Health and Safety Handbook and other resources found on the BCTF Health and Safety Information website.

### **Helpful Links:**

WorkSafe BC Form 6A: <http://www.worksafebc.com/forms/assets/PDF/6a.pdf>

WorkSafe BC Teleclaim: [http://www.worksafebc.com/contact\\_us/teleclaim/default.asp](http://www.worksafebc.com/contact_us/teleclaim/default.asp)

BCTF Health and Safety Handbook:

<http://www.bctf.ca/uploadedFiles/Public/HealthSafety/Resources/HealthAndSafetyHandbook.pdf>

Advice for Teachers Teaching On Call: <http://www.bctf.ca/TeachersOnCall.aspx?id=17224>

BCTF Health and Safety Information Page: <http://www.bctf.ca/HealthAndSafety.aspx?id=16182>