

INDEX

WORK-RELATED INJURIES AND DISEASES - DEFINITION----- 2

Failure to Report----- 2

INCIDENTS THAT SHOULD BE REPORTED----- 2

Immediately----- 2

 Prevention Information Line ----- 2

Within Three Business Days----- 2

WHAT TO DO WHEN A REPORTABLE INCIDENT OCCURS ----- 3

Manager/Employer Duties ----- 3

Employee Duties ----- 4

 Teleclaim ----- 4

INCIDENT INVESTIGATION ----- 5

Incidents that Must be Investigated ----- 5

Investigation Process ----- 5

 Incident Investigation Report ----- 6

EMERGENCY CONTACT NUMBERS ----- 6

REFERENCES ----- 6

Work-related Injuries and Diseases - Definition

A work-related injury or disease is one that arises out of and in the course of employment or is due to the nature of employment.

To be covered by WorkSafeBC a worker must have been working when hurt and the injury must have been caused by something to do with the job.

For a disease, this means that the disease contracted must be caused by the work or the work environment in order to be covered by WorkSafeBC.

Failure to Report

Failure to report an injury or coercing a worker not to report an injury is an offense against the [Workers Compensation Act](#) and can result in fines. The employer is not usually required to report to WorkSafeBC if the worker does not lose time from work and does not seek medical attention. However, all serious incidents as listed below need to be reported regardless of injuries.

Incidents that Should Be Reported

Immediately

Any event involving injury to a person or damage to property, or with the potential to do so, must be reported to the Department of Health, Safety and Environment within 24 hours of occurrence.

The [UBC Faculty and Staff Incident/Accident Report](#) must be completed for every incident or accident, even if no injuries were sustained.

For serious accidents that:

1. Result in serious injury or death
2. Involved an explosion, major structural failure
3. Involved the major release of a hazardous substance or
4. Involved a diving accident

Immediately call 9-1-1 and the Department of Health, Safety and Environment at 604-822-2029.

A person must NOT disturb the scene of an accident that is reportable under this section except to disturb in a reasonable manner so far as is necessary to:

1. Attend to persons injured or killed
2. Prevent further injuries or death
3. Protect property that is endangered as a result of the accident

Prevention Information Line

All incidents that are required to be reported immediately should be reported to 9-1-1, UBC Health Safety and Environment and WorkSafeBC by calling their Prevention Information Line at:

- 604-276-3100 in the Lower Mainland
- or toll-free at 1-888-621-7233

Within Three Business Days

All other work related injuries not included in the ['immediate' section](#)

What to Do when a Reportable Incident Occurs

Manager/Employer Duties

1. Transport the injured worker to the nearest location where medical treatment can be obtained. You are also responsible for paying the transportation. Obtain a receipt and submit to the Finance Team to reimburse you.
2. Notify a person from your Health and Safety Committee
 - Chair: Linda Kompauer
 - Co-Chair: Donna Combs
 - Secretary: Jennifer Weston – CUPE representative
 - Officer/Member: Sabina Fitzsimmons – CUPE representative
 - Officer/Member: Lindsay Thorpe
3. If the incident is considered serious as outlined in the [section above](#), consult with your Health and Safety Committee Member and follow the [UBC Health Safety and Environment Procedures](#) immediately
4. Answer the following questions to determine which forms need to be completed for the incident/accident.

a. Is the involved/injured party an employee of the University?

Employees include all paid full-time, part-time, sessional, casual employees and graduate and undergraduate teaching/research assistants (when they are performing their duties as teaching/research assistants).

Yes: Continue to question 2.

No: The [UBC Student and Visitor Incident/Accident Report \(PDF\)](#) should be completed by, or on behalf of visitors to UBC and UBC students who have been injured on the premises.

b. Did the employee require medical assistance?

Yes: Continue to question 3.

No: The supervisor must complete Section 1 of the [UBC Faculty and Staff Incident/Accident Report form](#). Fax the form within 24 hours of injury to the Department of Health, Safety and Environment at (604) 822-0572. The accident investigation (Section 4) must be completed within 72 hours after the incident has been reported.

c. Did the employee require time off from work past the date of the injury?

Yes: The supervisor must complete Section 1, 2 and 3 of the [UBC Faculty and Staff Incident/Accident Report form](#). Ask the employee to complete a [WorkSafeBC Form 6A- Worker's Report of Injury or Occupational Disease to Employer \(PDF\)](#). Fax both forms within 24 hours of injury to the Department of Health, Safety and Environment at (604) 822-0572. The accident investigation (Section 4) must be completed within 72 hours after the incident has been reported.

No: The supervisor must complete Section 1 and 2 of the [UBC Faculty and Staff Incident/Accident Report form](#). Ask the employee to complete a [WorkSafeBC Form 6A- Worker's Report of Injury or Occupational Disease to Employer \(PDF\)](#). Fax both

forms within 24 hours of injury to the Department of Health, Safety and Environment at (604) 822-0572. The accident investigation (Section 4) must be completed within 72 hours after the incident has been reported.

Note: In all cases, if first aid was administered, a first aid record must be completed and kept for three years

5. Be sure NOT to ask for a medical diagnosis or talk to the employee's doctor directly. You may, however, ask for a Doctor's note outlining the prognosis and work limitations for the purposes of facilitating a healthy and timely return to work for the employee. Refer to the [UBC Return to Work Program](#) for assistance with collecting medical information.
6. A member from the Health and Safety Committee must investigate the accident occurrence

Employee Duties

If you are injured/ill as a result of a work-related incident, the following steps must be taken:

1. Call or go to your closest first aid attendant. If no first aid attendant is available contact campus mobile first aid at 604-822-4444. A first aid record must be completed and kept for three years.
2. Report to your supervisor or department administrator immediately to ensure the completion of a [UBC Faculty and Staff Incident/Accident Report](#). The completed form must be faxed to the Department of Health, Safety and Environment at 604-822-0572 within 24 hours of injury.
3. Injured/ill workers must complete a [WorkSafeBC Form 6A- Worker's Report of Injury or Occupational Disease to Employer](#) if:
4. You need medical treatment (includes chiropractic care, physiotherapy, acupuncture etc.) or
5. You will likely be off work beyond the day of the incident.
6. Seek medical attention and let your doctor know your injury/illness is work related.
7. If you have seen a doctor or have missed time from work as a result of a work-related injury/illness, you can start a WCB claim by calling the [WorkSafeBC Teleclaim Contact Centre](#) at 1-888-WORKERS (1-888-967-5377). [Teleclaim frequently asked questions](#).

Teleclaim

Any BC worker who has been injured at work and missed work time as a result should call Teleclaim to report his/her injury to WorkSafeBC.

They can help to:

- Complete an injury report
- Understand the claim process
- Access services to assist in your recovery and return to work

Call 1-888-WORKERS (1-888-967-5377) or #5377 for Telus, Rogers and Bell mobility customers. They are open Monday to Friday from 8am to 4pm.

Incident Investigation

Incidents that Must be Investigated

An employer must immediately undertake an investigation into the cause of any accident or other incident that:

1. Is required to be reported
 2. Resulted in injury to a worker requiring medical treatment
 3. Did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker, or
 4. Was an incident required by regulation to be investigated
- This does NOT apply in the case of a vehicle accident occurring on a public street or highway

Investigation Process

An investigation required must be carried out by persons knowledgeable about the type of work involved and, if they are reasonably available, with the participation of the Manager or a representative of the Manager from the Health and Safety Committee as well as a worker representative – a CUPE representative for an incident involving a CUPE employee.

As far as possible, the investigation must:

1. Determine the causes of the accident
2. Identify any unsafe conditions, acts or procedures that contributed in any manner to the incident, and
3. If unsafe conditions, acts or procedures are identified, recommend corrective action to prevent similar incidents

The Manager or Safety Committee Member must make every reasonable effort to have available for interview by a person conducting the investigation, or by an officer, all witnesses to the incident and any other persons whose presence might be necessary for a proper investigation of the incident.

The Manger or Safety Committee Member must record the names, addresses and telephone numbers of persons referred to in the above paragraph.

The Safety Committee must log the incident injury or near miss situations in the Safety Committee Minutes that are forwarded to the UBC Health Safety and Environment Department.

Incident Investigation Report

Incident and accidents are reported and investigated in order to prevent similar situations from recurring. Investigations should never seek to assign blame.

To meet WorkSafeBC and University requirements, UBC Departments must report and investigate any incident or accident that resulted in:

- a death or critical condition with a serious risk of death
- a work related injury requiring treatment by a medical practitioner
- a time loss injury
- an occupational disease or allegations of an occupational disease
- a major structural failure or collapse
- major release of a toxic or hazardous substance; or
- a near miss (did not result in an injury but had the potential for causing serious injury)

Note: The accident investigation report (Section 4 of the [UBC Faculty and Staff Incident/Accident Report](#)) must be submitted to the Department of Health, Safety and Environment within 72 hours.

Emergency Contact Numbers

- 911 – For severe incidents requiring immediate attention
- VGH First Aid – Dial 84 on the nearest phone
- UBC Occupational First Aid – 604-822-4444

References

1. UBC Return to Work Program:
<http://www.hse.ubc.ca/healthpromotion/returntoworkprogram.html>
2. UBC Health Safety and Environment Procedures:
<http://www.hse.ubc.ca/healthpromotion/wcb/claimreporting.html>
3. UBC Accident Investigation Procedures:
<http://www.hse.ubc.ca/healthpromotion/wcb/accidentinvestigations.html>
4. Workers Compensation Act:
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96492_00
5. WorkSafeBC Prevention Manual:
http://www.worksafebc.com/publications/policy_manuals/Prevention_Manual/Assets/PDF/prevmnl.pdf

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