Injured worker (IW)

Report to first aid immediately.

Notify supervisor ASAP.

Return to work if assesment by first aid indicates okay to do so.

If required, attend medical aid and provide doctor with list of alternate duties and OHFF for discussion and completion.

Provide completed OHFF and proof of payment to HR.

First aid attendant (FAA)

Assess and treat IW. Refer to next level of care, if required.

If medical aid saught, provide OHFF and list of light duties to IW.

Instruct IW to report injury to WSBC at 1-888-967-5377.

Light/modified duties MUST BE offered

Notify Safety Department of incident (Safety to advise HR & IWs Supervisor)

Supervisor

Provide/assign transport for IW to medical aid. Ensure IW has OHFF and is given light duties list to bring to doctor.

Conduct incident investigation ASAP, using City Works and complete a Form 7. Give to HR within 72 hours.

Work with HR to identify light/modified duties and ensure IW is aware available immediately.

Work with HR to implement RTW plans.

Ensure corrective actions are implemented

Safety

Assist in emergency scene managment

Report to various levels of management and regulators

Support incident investigation, if required

Review and provide advice on corrective and preventative actions for all reported incidents

Communicate findings to regulators and JOHS committees

Health & Wellness Advisor

Ensure accuracy of Form 7 and upload to WorkSafeBC.

Review OHFF to determine whether modification of duties is required.

Communicate with IW and their immediate supervisor of next steps and/or return to work specifics.

Documentation:

Health and Fitness Form (OHFF) and light duties to IW (if seeking further medical assistance)

FAA: complete FA record and forward copy to Safety and benefits@kelowna.ca

IW: Provide OHFF (completed by attending medical professional) to HR

report in City Works and Form ; within 72 hours. Form 7 and OHFF to HR, if IW attends medical aid and/or if time loss occurs

Safety: Review incident report, provide feedback to supervisor and submit to WSBC

Incident reporting and notification – first aid, medical aid & motor vehicle injuries

Incident and near miss reporting has transitioned to <u>City Works</u>. It is the responsibility of an injured worker's immediate supervisor (could be a manager, supervisor or foreman / captain / platoon captain / crew captain level) to investigate incidents that are reported to them.

Unsure of how to use City Works safety? Contact a member of Safety Branch for support.

Submission of an Employer Incident Investigation Report (EIIR) to Safety Branch is required if the incident involves:

- Serious injury to a worker or worker death
- Injury requiring medical treatment
- Minor injury, or no injury, but had the potential for causing serious injury
- Major structural failure or collapse
- Major release of hazardous substances
- Diving incident, as defined by the OH&S Regulation
- Dangerous incident involving explosive materials
- Blasting incident causing personal injuries

First aid attendants are required to scan and email a copy of all first aid reports to the designated Safety Advisor in your area.

Moving forward, minor first aids such as a sliver from a piece of wood, prick from a rose thorn, a small cut and other similar situations will not require an EIIR – a first aid record would be adequate. Safety will make this determination to ensure appropriate reporting that meets WorkSafeBC requirements occurs.

Forms mentioned in this document:

- Occupational Health and Fitness Form (OHFF)
- Form 7 (Employers Report of Injury)
- First Aid Treatment Record
- Alternate Duties List