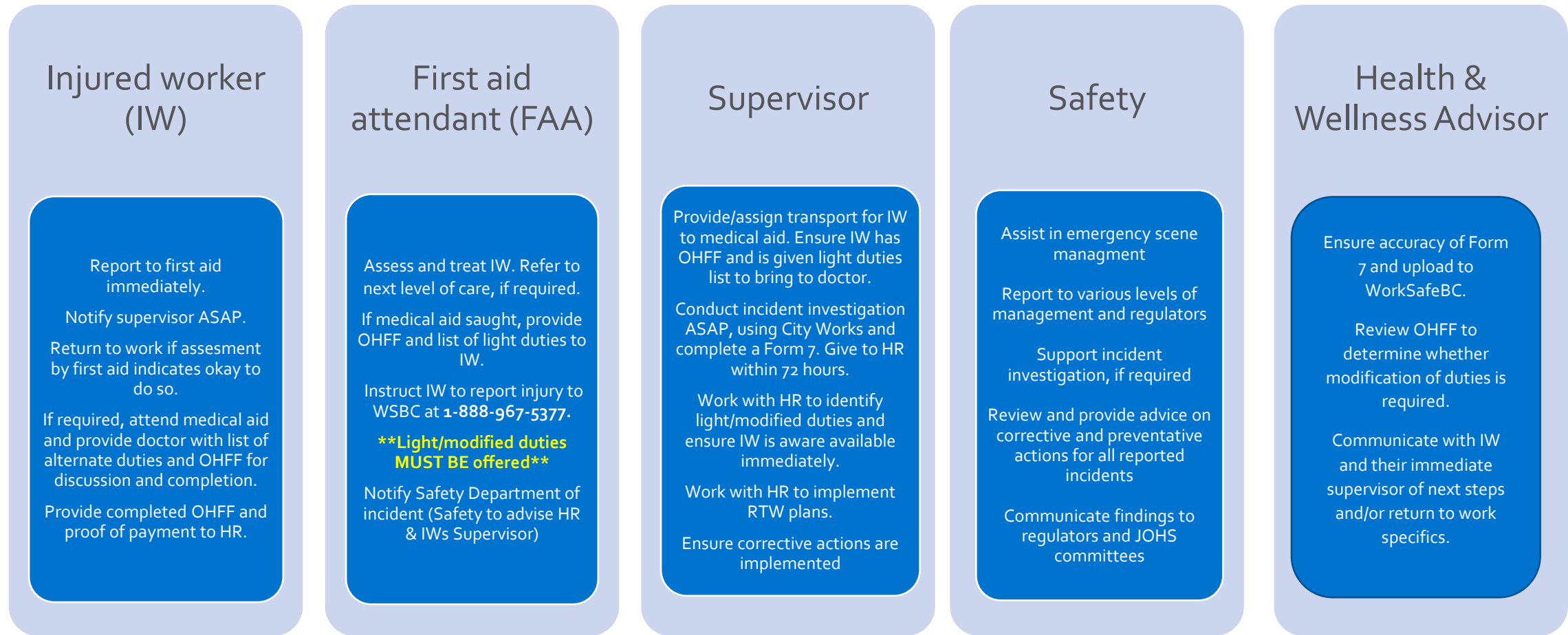


Incident reporting and notification – first aid, medical aid & motor vehicle injuries



Documentation:



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

Incident and near miss reporting has transitioned to [City Works](#). 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](#)