

Reporting

If you observe what appears to be an unsafe or harmful condition or act in your workplace, you must report it as soon as possible to a supervisor or to your employer. The person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

If an accident or other incident occurs in the workplace, the employer must ensure that the worker receives first aid and, if necessary, immediate medical treatment.

Employers must immediately report the following serious incidents to WorkSafeBC:

- A fatality or serious injury of a worker
- A major release of a hazardous substance
- A major structural failure or collapse of a building, hoist, or temporary construction support system

In case of a serious incident in which a worker is injured

- Provide first aid and transportation to the nearest medical facility, as required.
- Report the incident to WorkSafeBC immediately, and initiate a claim within three days.
- Investigate the causes and contributing factors of the incident, and determine procedures or modifications to prevent similar incidents in the future. (See the Investigations poster for more information.)

In case of a serious incident in which no worker is injured

- Report the incident to WorkSafeBC immediately.
- Investigate the causes and contributing factors of the incident, and determine procedures or modifications to prevent similar incidents in the future. (See the Investigations poster for more information.)

ACCIDENT REPORT FORM

SECTION A: PERSONAL INFORMATION (To be completed by the injured party/complainant)

Immediate supervisor/department within 24 HOURS of the event.

Student Visitor

First Name _____ ID Number _____
Position _____
Evening Phone Number _____

SECTION B: DESCRIPTION OF THE EVENT

Date of Event (MM/DD/YYYY) _____ Time of Event _____
Date Reported _____ Time Reported _____
Location of Event (Laboratory, office, stairs, etc.) _____ Building _____
Floor & Room _____

Where

What happened? (Description of the event and how it occurred) _____

Were you injured? (Description of injury, including date and time) _____

What factors contributed to the event? _____

In the OHS Regulation

- Section 3.10, Reporting Unsafe Conditions

In the *Workers Compensation Act*

- Part 3, Division 10, Accident Reporting and Investigation

Resources

Available from
WorkSafeBC.com/Claims

- Claims: Reporting Serious Injuries and Fatalities
- Incident and Injury FAQs

Safety is everyone's responsibility!

WorkSafeBC Prevention Information Line: 604 276-3100 • Toll-free: 1 888 621-SAFE (7233)

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE
worksafebc.com