

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.)

The illustration shows a hand holding a green pen, writing on a form titled 'ACCIDENT REPORT FORM'. The form is held by a silver clipboard. The form has several sections: 'Name of Immediate supervisor/department within 24 HOURS of the event', 'Personal Information (Injured Party/Complainant)' with fields for 'First Name', 'ID Number', 'Position', 'Student' (checkbox), and 'Visitor' (checkbox); 'Section B: Description of the Event' with fields for 'Home Number', 'Date of Event (MM/DD/YYYY)', 'Date Reported', 'Location of Event (Laboratory, office, stairs, etc.)', 'Time of Event', 'Building', and 'Floor & Room'; and 'Where' with fields for 'What happened? (Description of the event and how it occurred)', 'Were you injured? (Description of injury, including)', and 'What factors contributed to the event?'. The background is a dark blue gradient.

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

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worksafebc.com