



# SD 22 Occupational Health and Safety Reporting Guidelines

Documentation:	Completed by:	Submit to:	When:
Incident without injury/Hazard ID/Near Miss Report form	Employee	<a href="mailto:Safety@sd22.bc.ca">Safety@sd22.bc.ca</a>	24 hrs.
<ul style="list-style-type: none"> <li>reported to immediate supervisor so an investigation can be completed (as required by Section 3.28 of the OH&amp;S regulations).</li> <li><b>incident not resulting in an injury</b></li> <li><b>near miss</b> (an event where if a variable was changed it could have resulted in an injury or loss, a “close-call”</li> <li>identify a <b>hazard</b> (a source of danger with potential for loss or injury; a condition or practice with the potential to cause harm to a person; &amp; damage to property)</li> <li>If the incident without injury involved a violent individual or threat, then the Violence/Threat/ Intimidation/Harassment Form should be completed instead.</li> </ul>			
Violence/Threat/ Intimidation/Harassment (VTIH) Form	Employee and supervisor	Filed at site unless Part 2 completed, then sent to <a href="mailto:Safety@sd22.bc.ca">Safety@sd22.bc.ca</a> and the <b>Director of Instruction for Student Support Services</b>	ASAP
<ul style="list-style-type: none"> <li>Employee believes that a student, parent, or community member has committed a <b>threat</b> (an expression of intent to do harm or act out violently against someone or something- verbal, written, drawn, gestured, or posted on the Internet)</li> <li>an <b>act or acts of violence</b> (an attempt or exercise by a person of any physical force so as to cause injury to another person), <b>intimidation</b> (act of instilling fear in someone as a means of controlling that person)</li> <li>and/or <b>harassment</b> (unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person) towards them or have uttered a threat.</li> <li>Together the employee and supervisor determine if the incident constitutes a threat.</li> <li>Supervisor keeps a copy of the form at the worksite.</li> <li>Submitted to <a href="mailto:safety@sd22.bc.ca">safety@sd22.bc.ca</a> and the Director of Instruction for Student Support Services ONLY if Part 2 of the form is completed.</li> </ul>			
Risk Assessment – Workplace Violence	Supervisor	Filed at site	ASAP
<ul style="list-style-type: none"> <li>Completed as soon as a concern is raised by the <b>actions of a student</b>. (To be completed in conjunction with the VTIH)</li> <li>Form is kept on file at the school site</li> <li>If the risk assessment indicates that a risk is presented through uttering threats against an employee, contact the Director of Instruction for Student Services for assistance implementing a <b>Threat Assessment</b>.</li> <li>If the risk assessment indicates that there is a risk that a student may injure a staff member, a <b>Safety Plan</b> needs to be implemented.</li> <li>Contact the Director of Student Student Services if assistance is necessary.</li> </ul>			
First Aid Record	First Aid Attendant & signed by the injured worker	File at your site	ASAP
<ul style="list-style-type: none"> <li>Employee is injured and receives first aid on site</li> </ul>			
Form 6A	Injured Employee	<a href="mailto:Safety@sd22.bc.ca">Safety@sd22.bc.ca</a>	24 hrs.
<ul style="list-style-type: none"> <li>Employee is injured and seeks medical attention from a qualified professional or miss time from work</li> <li>Can also be completed as a tele-claim or online through WSBC</li> </ul>			
EIIR - Employer Incident Investigation Report	Supervisor	<a href="mailto:Safety@sd22.bc.ca">Safety@sd22.bc.ca</a>	48 hrs. (Preliminary) 30 days (Full)
<ul style="list-style-type: none"> <li>Following any near miss incidents OR incident causing injury or time loss (where a form 6A is completed)</li> <li>Preliminary Investigation report completed within 48 hours</li> <li>Full investigation report completed within 30 days</li> <li><i>Note:</i> This form covers the requirements for the Form 7.</li> <li>Review the incident with the employee to prevent re-occurrence</li> </ul>			