

**OCCUPATIONAL INJURY FLOWCHART - Supervisor**

**Supervisor**  
Review the First Aid Report  
Take corrective actions to prevent recurrence of incident.

Does the **worker** require medical aid?

**NO**

**YES**

**Supervisor**  
**Worker** returns to work  
Investigate incident and follow-up with **worker** regarding preventative measures

**Supervisor**  
**\*If by ambulance contact HR\***  
Complete the Employee Injury Incident Preliminary Report (EIIIR) within 48 hours with the worker rep.  
**Forward the report by email to [safety@sd22.bc.ca](mailto:safety@sd22.bc.ca)**  
Are there medical restrictions?  
(i.e., work absence, modified duties/hours. etc.)

**NO**

**YES**

**Supervisor**  
Return worker to work  
Follow-up with worker regarding preventative measures  
**A Full Investigation Report (EIIIR) must be completed within 30 days and sent to [safety@sd22.bc.ca](mailto:safety@sd22.bc.ca)**

**Supervisor**  
Maintain regular contact with your worker.  
With the aid of HR, create a customized return to work (RTW) plan.  
Review RTW plan with worker.  
A Full Investigation Report (EIIIR) must be completed within 30 days with the worker rep to [safety@sd22.bc.ca](mailto:safety@sd22.bc.ca)