



SD 22 Occupational Health and Safety Reporting Guidelines

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