

Employee Injury Management

Worker's Responsibilities

1. Immediately report injury to Occupational First Aid (OFA) Attendant

2. Report injury to your Supervisor

3. If injury requires care greater than first aid, have medical practitioner complete the **Functional Abilities Assessment Form that will be provided to you** and return to Supervisor asap after seeing doctor

4. Complete a WorkSafeBC Form 6 and report injury to **WorkSafeBC** via Teleclaim phone number 1-888-967-5377 (1-888-WORKERS)

5. If unable to return to full duties, work with your Supervisor to determine modified duties that allow you to participate in a recovery plan that accomplishes a gradual return to full health and duties. Contact payroll to advise of status.

Occupational First Aid (OFA) Attendant's Responsibilities

1. Provide first aid care to injured worker

2. Determine whether employee can stay at work or if medical assistance is required.

STAY AT WORK

1. Inform Supervisor of outcome and any considerations needed by employee
2. Continue care and check ups as needed.
3. Complete First Aid Record and save on site for 2 years.

MEDICAL AID

1. Provide employee with Employee Package
2. Ask that they have doctor complete the Functional Assessment and return to Supervisor ASAP.
3. Ensure that Supervisor is aware of outcome.

Forms are available through the Staff Portal/Health Safety and Wellbeing tab. Copies should be kept available in the first aid room. Support is available by Health Safety and Well-being at 250-475- 4191 or injuryreporting@sd61.bc.ca

Supervisor's Responsibilities

1. Within 24 hours, if injury could result in **time loss or require medical attention** conduct investigation with minimum of one worker, complete **Incident Investigation Report** and submit to injuryreporting@sd61.bc.ca
2. Ensure worker has **Functional Assessment Form and expectation that it is returned to you asap.**

3. Complete Form 7- Employers Report of Injury and send to injuryreporting@sd61.bc.ca along with Form 6 -Workers Report of Injury..

4. Follow up and determine a plan for return to full health and duties using the Functional Assessment form and Gradual Return to Work Offer.

5. Contact Health Safety and Well-being for assistance and to advise of plan. Monitor injured worker's Return-to-Work progress.

