

# ACCIDENT, INJURY & INCIDENT REPORTING PROCEDURES

Form 6A, "Worker's report of Injury or Occupational Disease to Employer" is to be completed by employees for work related accidents, injuries or incidents, including near misses, involving College employees (staff, student assistants, faculty and administrators) as well as students on practicum.

## PROCEDURES FOR FIRST AID ATTENDANT/ADMINISTRATOR

The First Aid Attendant/Administrator will provide the employee with a form 6A, for the employee to complete immediately and submit the completed form 6A to the First Aid Attendant/Administrator for processing as indicated below:

If the employee cannot seek first aid, (i.e. employees at practicum sites), the employee must fill out form 6A and deliver it to the Douglas College Employee Relations Department within 24 hours.

### DAVID LAM CAMPUS

The First Aid Attendant/Administrator will:

- Immediately fax a copy of the form to the Employee Relations Department;
- Retain a copy of the form for First Aid file;
- Hand-deliver the original form to the Health Safety Coordinator (or the Manager, Facilities Services – DL) as well as advise the Manager, Facilities Services - DL, local 6264 of the incident in person or by phone and provide a copy of the form.

### NEW WESTMINSTER CAMPUS

The First Aid Attendant/Administrator will:

- Immediately hand-deliver the form 6A to the Employee Relations department who will date/time stamp and take a copy for their files.
- Retain a copy of the form for First Aid file;
- Fax a copy of the form & intercampus mail the original 6A to the Occupational Health & Safety Coordinator
- Advise the Manager, Facilities Services – NW, local 5798 of the incident in person or by phone and provide a copy of the form.

## PROCEDURES FOR STUDENTS ON PRACTICUM

Only students out on a practicum are covered by WorkSafeBC. In such cases the student will complete the form 6A and submit to the instructor. The instructor is the investigator in this case and will complete an Investigation Report and send it, along with the completed form 6A, to the Employee Relations Department within 24 hours. The same reporting procedures are to be followed as indicated above.

## CONTACT INFORMATION

Employee Relations	Room 4011 NWC	<b>FAX 604-527-5549</b>
Manager, Facilities Services NWC	Room 4800E NWC	Tel 604-527-5798
Health & Safety Coordinator	Room B3117 DLC	Tel 604-777-6337
Manager, Facilities Services DLC	Room B3113 DLC	Tel 604-777-6264