

Have you experienced an incident at work?

Here is what to do:

REPORTABLE BEHAVIOUR

Aggressive or improper behaviour by a student that requires documentation and investigation. Injury may occur as an indirect result of the behaviour.

Report the behaviour using the online form:

sd35.bc.ca home page



Staff Net



Login



Human Resources



Occupational Health & Safety



Reportable Behaviour form



Complete form in full and submit

WORKPLACE INJURY

1. Seek first aid on site as soon as possible. If you need to leave your work area, tell your supervisor. Go to medical aid if required. Make sure you say that the incident happened at work.
2. Immediately report to/notify your supervisor (Administrator). Complete a SD35 incident report with your Administrator.
3. If you seek medical attention or miss time from work beyond day of injury, report the incident to: www.worksafebc.com. Complete the workers report form online or by Teleclaim 1-888-967-5377.
4. Tell your School Health & Safety Rep about the incident.
5. Participate in the incident investigation with your union representative on the Joint Occupational Health & Safety Committee.

VIOLENT INCIDENT

The attempted or actual exercise by a person of any physical force so as to cause injury to the worker and includes any threatening statement or behaviour which gives the worker reasonable cause to believe they are at risk of injury.

1. Immediately report to/notify your supervisor (Administrator) of any and all violent incidents, even if there is no injury. Complete an SD35 incident report with your Administrator.
2. If you have adverse symptoms as a result of an incident of violence, you are advised to consult a physician. If you seek medical attention, report the incident to www.worksafebc.com. Complete the worker's report form online or by Teleclaim 1-888-967-5377.
3. Tell your School Health & Safety Rep about the incident.
4. Participate in the incident investigation with your union representative on the Joint Occupational Health & Safety Committee.

Any questions or concerns - contact your union or Megan Duke - SD#35 OH&S Manager.