



Canadian Union of Public Employees I

REPORTING an Incident or Injury

Step 1 – If you are injured at your work site seek **First Aid** immediately.

Step 2 - Report the incident to the Administrator or Supervisor and CUPE OH&S Representative

Step 3 - Complete Employee Incident Report form on CLEVR **OR** ON PAPER (CLEVR user guides available on Teams). Make a copy for yourself and submit a copy to your school administrator or worksite supervisor.

Step 4 – Email **Employee Incident form** to Mike Messerschmidt at: mmesserschmidt@deltaschools.ca. Also send employee incident forms to Joanne Gill at: ohs.officer@cupe1091.ca or your union office at: local1091@telus.net

Step 5 – If the employee has been injured by a student at an intensity that would require the employee to also fill out an Employee Incident report, a **Student Incident Report** must be filled out. Email **Student Incident form** to Inclusive Learning at: studentincidents@deltaschools.ca

- All documents **MUST** be completed within 48 hours of workplace injury or illness on company time.
- You **MUST** be provided paid time to complete forms not on your break time. This is WorkSafeBC regulations.
- If you are not able to complete forms during your workday, you **MUST** first talk to your Administrator or Supervisor for permission to complete forms after hours.
- If the event was traumatic, ensure your supervisor is aware of how you are feeling and you take care of your mental health; take a break, seek help, reset. Your employer should ensure any unacceptable behaviours are stopped, and the work environment is safe and welcoming. Please see Mental Disorder claims sheet for further information.

Step 6 - Call WorkSafeBC Dial-A-Claim - **1-888-WORKERS (1-888-967-5377)**

- File a WorkSafeBC claim even if you don't miss work. Every injury needs to be reported in case of future injury or loss of work.
- You can fill out WorkSafeBC form 6A but it is easier to call. They will complete forms for you and give you a claim number right away.

Step 7 – Go to your doctor immediately and let them know you have been injured or became ill at work. Your doctor is obligated to report to WorkSafeBC