Occupational Health & Safety

REPORTING an Incident or Injury

Step 1:

- Seek **FIRST AID** immediately at your site/school. Even a minor injury needs to be documented.

Step 2:

- Report your incident to your Administrator or Supervisor and worksite CUPE OH&S Representative.

Step 3:

- Complete an Employee Incident Report on CLEVR or use a paper form.
- Make a copy for yourself.

Step 4:

- Send Leigh Bartlett a copy of your CLEVR or paper Employee Incident form at: ohs.officer@cupe1091.ca

Step 5:

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

Step 6:

- See your Doctor.

CUPE 1091
SUPPORTING DELTA SCHOOLS