

Chapter 15: Incident Reporting: BCTS Staff, Licensees and Contractors

Introduction

Communication of issues affecting health and safety is the most beneficial method of building a culture of safety in an organisation and among its workers. We learn from our work experiences, including hearing and understanding the experiences of others in the organisation who face similar working conditions and hazards.

The purpose of incident reporting is to ensure all incidents related to safety are reported, recorded, investigated, managed and that appropriate corrective and preventative action is taken.

The term "incident" can be defined as an "undesired event or occurrence that has the potential to result in (or results in) physical harm to a person, damage to equipment, property, environment and a loss of process.

Reporting of incidents in some circles considered a negative with the lowest number of reports and investigations being looked at as success. BCTS endeavours to make communication and reporting an achievement and while our goal is to eliminate incidents, we accept that reporting all incidents and determining and communicating root causes and control measures is the only way to achieve the ultimate goal. BCTS will celebrate, recognize and reward active reporting. Chapter 26 discusses rewards and recognition of achievements in the BCTS safety program.

This chapter will cover reporting of five distinct types of incidents that staff may encounter in their day to day activities and provide guidance on the next steps for dealing with each type of incident:

The Five Types of Incidents are:

Incident Type	Definition
1. Hazard	A hazard means an observation of an act or condition that may expose a person to a risk of injury or occupational disease.
2. Close Call	An undesired event that under slightly different circumstances could have resulted in personal damage or property loss.
3. First Aid	A minor injury requiring only first aid treatment.
4. Medical Aid	An injury requiring treatment by a health care professional.
5. Property Damage	Accidental loss to equipment, material and/or the environment.

All incidents will be reported and documented by staff filling out the BCTS Incident Report Checklist (15-1). All reported incidents will be reviewed by the line supervisors and the BCTS Incident Report Checklist form (15-1) will be completed.

The BCTS Incident Report Checklist (15-1) and the BCTS Incident Investigation Checklist (15-2) are within the appendices of this manual.

Incident Reporting: Hazards Observation

A hazard means an observation of an act or condition that may expose a person to a risk of injury or occupational disease.

BCTS staff must report any observed real, potential or what are believed to be real or potential hazards (unsafe acts or conditions) or as laid out in WorkSafe BC, Workers Compensation Board Act, and OHS Regulation Section 3.10.

If a hazard is reported on a BCTS workplace, the report must go to the first line BCTS supervisor. This supervisor must then immediately investigate the report utilizing the Incident Investigation Checklist (15-2) and take corrective action, as necessary, to mitigate the hazard or correct the unsafe condition. These reports and corrective actions must be recorded in the Safety Incident and Corrective Action Reporting Database.

If the Incident is on another employer's workplace, BCTS staff must provide the information to the employer or the employer's on-site supervisor or prime contractor. BCTS staff must document the report in their notes or diary and may put in a formal report to their supervisor. BCTS staff should also discuss the issue with their first line supervisor relative to the need to report it to WorkSafeBC, if no action is taken on the report. If BCTS intends on following up on a matter associated with another employer's worksite they may choose to track this via the Safety Incident and Corrective Action Reporting Database or other system which will ensure the completion of necessary follow up.

If this is a hazard that may be encountered more than once or by other staff, it may require a safety alert (Chapter 16) and may be included in the provincial task inventory analysis (Chapter 9)

All hazards will be reported and documented by filling out an Incident Report Checklist (15-1). The BCTS Incident Report Checklist (15-1) is within the appendices of this manual.

In all cases BCTS employees need to be aware that they have the right to refuse to do work which they believe is unsafe. (Review Chapter 6)

Incident Reporting: Close Call

Close calls must be reported immediately to the supervisor so that corrective action can be taken to eliminate hazards or correct unsafe acts or conditions.

Close calls often are as much an indicator of a problem as an accident with physical damage or injury.

Identified close calls and associated hazards and follow up action need to be recorded in the Safety Incident and Corrective Action Reporting Database. Investigation reports are recorded and retained as with incident/close call reports. Follow-up action must also be recorded in the Safety Incident and Corrective Action Reporting Database.

The definition of a close call is subjective. One person may view a close call differently from another. BCTS employees should report what they believe to be close calls and leave it to the assessment of the investigation team to determine the level of hazard and risk involved with the close call.

Incident Reporting: First aid, Medical Aid, Property Damage

Table 15-1 presents these obligations and the expected timelines for reporting of incidents.

Chapter 11 deals with emergency response and provides additional information related to serious incidents.

BCTS staff must report all incidents to their first line supervisors. BCTS staff who cannot contact their first line supervisor should contact a senior supervisor or manager in the Business Area or HQ Director.

First line supervisors must immediately report serious incidents or close calls with the potential for serious injuries or fatalities to their Business Area manager or HQ Director.

Timber Sales managers and Headquarters Directors must notify the ADM for BCTS and the Deputy Minister of MOFR and the Deputy Minister of the Public Service Agency in the case of a fatality.

Table 15-1 Summary of Reporting Requirements

Type of Occurrence	Reporting Requirements
Resulted in serious injury or death or damage over \$100,000.00 (Level 3 investigation chapter 16). You must report fatalities and serious injuries immediately to the WorkSafeBC Prevention Emergency Line at 604 276-3301 in the Lower Mainland or toll-free 1 888 621-7233	1) BCTS sup. and executive 2) WorkSafe BC Form 7 3) RCMP 4) Public Service Agency
Major Structural failure or collapse of any type of construction or excavation (bridges).	1) BCTS sup. and executive 2) WorkSafe BC
Major hazardous Substance release.	1) BCTS sup. and executive 2) WorkSafe BC
Situations that required use of BCTS Emergency response plan.	1) BCTS sup and exec. 2) Written report to WorkSafe BC
Injuries or occupational diseases that prevent the worker from performing assigned tasks.	1) BCTS sup and exec. 2) Written report to WorkSafe. Form 7
Injuries that are treated on site (no time loss) r.	BCTS sup First Aid log book
Unsafe Act or condition, BCTS Workplace.	BCTS sup
Unsafe Act or condition, other employer's workplace.	BCTS supervisor Other employers supervisor Possibly WorkSafe BC

Licensees and Contractors Reporting to BCTS

Licensees are owners of their worksite and contractors are independent employers consequently safety concerns identified by these clients will be addressed directly by them under their programs. Due to the interface and interrelationships of some activities under BCTS it is possible for licensees or contractors to identify safety concerns which are, or believed by the reporting firm to be the responsibility of BCTS. It is important to have protocol in place to address or mitigate these issues as they become apparent in the interest of improving the overall safety circumstance for all workers current and future. It is recommended that clients wishing to make such a report use an Incident Report Checklist (15-1) in Appendix 1N and forward same to the applicable Timber Sales Manager (TSM). Upon receipt of any such report the TSM will immediately assign the necessary resources to review the concern and implement necessary action. To expedite the process reports can be submitted to TSM staff in the field or phoned in at the discretion of the reporting party.

If phoned in the reporting party should request a copy of the Incident Report Checklist (15-1) completed by BCTS staff for their records and review same for accuracy.

In all cases the reporting party should provide an indication of the priority associated with the report. The party submitting the report will be advised as to the applicable actions determined by the TSM in a timely manner.

BCTS contractors will in most instances function as independent employers and undertake their own Safety programs. In the interest of enhanced communication specific contract provisions will be included in future contracts which will oblige the contractor to engage in Safety discussions with BCTS staff and to report incidents to BCTS that occur on BCTS projects. In regard to contracts which do not include these provisions BCTS requests voluntary reporting of all serious incidents and engagement in the interest of improved safety. Serious incidents are defined as being those which require reports under Part 3 Division 10 Section 172 of Workers Compensation Act. The purpose of this reporting is to support BCTS reflection on project planning in order to improve the future safety circumstance. Personal information about effected parties should not be included in reports to BCTS. Reporting and dialogue provisions will apply to contracts only and not Timber Sale Licences or other tenures as these tenure holders are seen as owners of the operation.

Reporting to WorkSafeBC

What are the responsibilities of BCTS as an employer when a worker is injured?

If a worker is injured on the job, as the employer, your responsibilities include:

- Transporting the injured worker to the nearest location where medical treatment can be obtained. BCTS is also responsible for paying for transportation.
- Reporting the incident/injury to WorkSafeBC within three business days of the injury's occurrence or within three business days of you or your representative becoming aware of the injury.
- Submitting an [Incident and Injury Report](#) online or completing and sending the [Employer's Report of Injury or Occupational Disease](#) (Form 7) to WorkSafeBC.

If the worker received first aid, the first aid attendant must complete the applicable section of the Employers Report (Form 7).

You must report fatalities and serious injuries immediately to the WorkSafeBC Prevention Emergency Line at 604 276-3301 in the Lower Mainland or toll-free 1 888 621-7233.

What Type of Incidents do I Need to Report to Worksafe?

A reportable injury is an injury arising out of and in the course of employment, or which is claimed by the worker to have arisen out of and in the course of employment, where one of the following conditions is present or subsequently occurs:

- The worker loses consciousness following the injury.
- The worker is transported or directed by a first aid attendant or other employer representative to a hospital or other place of medical treatment, or is recommended by such persons to go to such place.
- The injury is one that obviously requires medical treatment.
- The worker has received medical treatment for the injury.
- The worker is unable or claims to be unable by reason of the injury to return to his or her usual job function on any working day subsequent to the day of injury.
- The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures or a hearing aid.
- The worker or WorkSafeBC has requested that an employer's report be sent.

Where none of the conditions listed above are present, an injury is a minor injury and not required to be reported to WorkSafeBC unless one of those conditions subsequently occurs.

Note

Except as otherwise directed by WorkSafeBC or a peace officer, a person must not disturb the scene of an incident (as listed above) except so far as it is necessary to:

- Attend to persons injured or killed.
- Prevent further injuries or death.
- Protect property that is endangered as a result of the incident.

Links to Reporting Forms

Form	Form Title	Where to get Blank Forms?	When to Complete?	To be Completed by	Distribution
First Aid Record Book Or WCB Form 55B23	First Aid Record Book Or First Aid Record	From the First Aid Attendant Should be copy of book in the First Aid Room. Alternatively the following First Aid Record form can be used: http://www.worksafebc.com/forms/assets/PDF/55B23.pdf	For all injuries and manifestations of disease reported or treated. Immediately after the treatment of the injury/ disease or after receiving the report if no treatment was provided.	The First Aid Attendant who provided first aid to the injured worker.	No further distribution required. First aid attendant to notify the injured worker's supervisor or employer of the report of injury or occupational disease.
WCB Form 7A Obsolete	First Aid Report Information integrated into Form 7	WCB Forms Website: http://www.worksafebc.com/forms/default.asp First Aid Attendant to keep copies available at their desk, in their first aid kit or in the first aid room.	Any injury or disease treated by or reported to the first aid attendant, AND any of the items listed for the Form 7 below. Within 3 days of occurrence of or report of work-related injury or disease.	The First Aid Attendant who administered first aid.	First Aid Attendant to keep a copy. First Aid Attendant to provide a copy to the local supervisor or employer. Supervisor or Employer to send to local WCB Office along

					<p>with the Form 7 - toll-free fax number is available on the back of the form.</p> <p>Supervisor or Employer to file at the workplace to maintain records and statistics.</p>
WCB Form 6A	Worker's Report of Injury or Occupational Disease to Employer	<p>WCB Forms Website: http://www.worksafebc.com/forms/default.asp</p> <p>Supervisor or Employer may supply a copy to the worker.</p>	<p>If the employer requests that the worker completes this form (employer's option).</p> <p>Within 3 days of occurrence of or report of work-related injury or disease.</p>	Injured Worker (if fit to do so).	<p>Worker provides a copy to the supervisor or employer. Supervisor or Employer to send to local WCB Office along with the Form 7 - toll-free fax number is available on the back of the form.</p> <p>Supervisor or Employer to file at the workplace to maintain records and statistics.</p>
WCB Form 6	Application for Compensation and Report of Injury or Disease	<p>Depending on how the claim was reported, WCB may send a copy of the form to the worker to complete, or</p> <p>Worker can download the form from the WCB Forms Website: http://www.worksafebc.com/forms/default.asp</p>	<p>If worker wishes to apply for compensation for a work-related injury or occupational disease.</p> <p>If WCB request the injured worker to complete the application form.</p> <p>Within one year after the date of injury, death or disablement from occupational disease.</p>	Injured worker applying for compensation.	<p>Worker to send a copy to the local WCB Office – toll-free fax number is available on the back of the form.</p>
WCB Form 7	Employer's Report of Injury or Occupational Disease	<p>WCB Forms Website: http://www.worksafebc.com/forms/default.asp</p> <p>Supervisor or Employer may want to keep hard copies available at the workplace.</p>	<p>worker is transported, directed, or recommended to go to hospital/clinic for medical treatment.</p> <p>injury obviously requires medical treatment.</p> <p>worker has received or intends to receive medical treatment for injury.</p> <p>worker unable or claims they are unable to return to work beyond the day of injury.</p> <p>WCB request employer's report be filed.</p> <p>Within 3 days of occurrence of or report of work-related injury or disease.</p>	<p>Supervisor or Employer to complete form and must be approved & signed by a Line Manager with spending authority.</p> <p>Please Note: The injured worker or the first aid attendant should not be permitted to complete this form on behalf of the spending authority representing the employer.</p> <p>FOR NO TIME LOSS – Complete up to Question 20 only.</p> <p>FOR TIME LOSS – Complete all questions except 21-26.</p>	<p>FOR NO TIME LOSS – Supervisor or Employer to fax to Payroll at (250) 356-9526, Attention WCB Payroll Specialist. Supervisor or Employer to send to local WCB Office - toll-free fax number is available on the back of the form.</p> <p>FOR TIME LOSS – Supervisor or Employer to fax to Payroll at (250) 356-9526, Attention WCB Payroll Specialist.. Payroll will complete question 21-26. Payroll to fax a copy to WCB and to Line Contact along with an employee information sheet which is to be provided to the worker.</p> <p>Supervisor or Employer to file at the workplace to maintain records and statistics.</p>
WCB Form 9	Employer's Statement of Return to Work	<p>WCB Forms Website: http://www.worksafebc.com/forms/default.asp</p> <p>Supervisor or Employer may want to keep hard copies available at the workplace.</p>	<p>worker returns to work after a time-loss injury (i.e.: away from work beyond the day of injury).</p> <p>Immediately following worker's return to work from a time loss injury/disease.</p>	Supervisor or Employer	<p>FOR TIME LOSS INJURIES ONLY - Supervisor or Employer to fax to Payroll at (250) 356-9526, Attention WCB Payroll Specialist.</p> <p>Supervisor or Employer to send to local WCB Office - toll-free fax number is available on the back of the form.</p> <p>Supervisor or Employer to file at the workplace to maintain records and statistics.</p>

- 1) BCTS Incident Report Checklist (15-1)
- 2) BCTS Incident Investigation Checklist 15-2 can be accessed in appendices and must be used for all investigations related to BCTS business in order to ensure consistent information gathering. BCTS staff may also need to use the PSC 38 to satisfy the conditions of the collective agreement. (BCTS is pursuing the acknowledgement of Checklist 15-2 as an PSC 38 and if and when such acknowledgment is granted the 15-2 will be denoted as a PSC 38)
- 3) WorkSafeBC Report of Injury or Occupational Disease Form 7
http://www.worksafebc.com/claims/report_injury/default.asp
- 4) For Vehicle damage Incidents the VAS1 must be completed in addition in addition to those indicated above.
<http://www.for.gov.bc.ca/isb/forms/lib/stubs/fin615info.htm>
- 5) For property damage incidents other than vehicles covered by the VAS1 MFR requires the FIN 597 in addition to other documentation as indicated. Available through MFR electronic forms.
<http://gww.for.gov.bc.ca/gscripts/his/forms/forms.asp>

(Note BCTS considers the FS 322A to be obsolete and superseded by the BCTS Incident Investigation Checklist 15-2)

Summary of Responsibilities for Reporting

All workers (to first line supervisors)

- Report hazards encountered at the workplace.
- Report unsafe acts or conditions to employer and employers on site supervisor.
- Report injuries or occupational disease to first aid.
- Have doctor or physician report injury or illness to WorkSafeBC.
- Ensure reports and outcomes are in the corrective action log.

Local Procedures

None

Forms and Checklists

Appendix 15-1 Incident Report Checklist 15-1

Appendix 15-2 Incident Investigation Checklist