



Occupational Health and Safety

BULLETIN

“REPORTING PROCEDURES FOR OCCUPATIONAL HEALTH & SAFETY INCIDENTS” (FOR PERMANENT POSTING ON OHS BULLETIN BOARDS)

FORMS ARE PROVIDED TO SCHOOLS AND WORKPLACES, BUT CAN ALSO BE LOCATED ON:
www.ssrbsb.ca, under “Staff”, “Occupational Health and Safety”, “What do I do When...”

ALL INCIDENTS: *Employees* are to immediately verbally report occupational health and safety incidents to their Supervisor/Principal (or their designate). *Supervisors/Principals* are to investigate the following types of incidents on an **“Incident Investigation Report”**. A copy of the investigation is to be provided to the workplace Joint Occupational Health & Safety Committee, and original reports to be kept by the *Supervisor/Principal*.

- incidents that result in medical attention for an employee
- incidents that result in time lost from work for an employee
- any hazardous occurrence that had a potential to result in the above

Supervisors/Principals are to ensure that all student or employee incidents are reported to SIP (on-line) at: www.sip.ca

If an incident is associated with violence in the workplace, *employees* shall also formally report by using the **“Workplace Violence Incident Report Form”** and a copy to be sent to the OHS Manager and the Supervisor/Principal. Teaching employees should also notify NSTU by copy of this form.

ALSO:

FOR NON-TEACHING EMPLOYEES: *Non-teaching employees and Supervisor/Principal (or their designate)* to complete a **“WCB Injury Report”** for the following types of incidents. Forms are to be faxed to WCB within 5 business days of the incident and originals sent to Human Resources.

- incidents that result in medical attention for an employee
- incidents that result in time lost from work for an employee (Earnings Information on Page 3 to be completed by *Human Resources*)

FOR TEACHING EMPLOYEES: *Teaching employees & their physician* are to complete an **“Injury on Duty Application Form”** for the following types of incidents. The original is to be sent to Human Resources.

- Incidents that result in time lost from work for an employee

***For questions or more information on this or any
Occupational Health and Safety concern:
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