

Updated September 1, 2022

Incident Reporting Procedure

All significant incidents (Near misses, Hazards, and Injuries) must be reported in the OHS portal online.

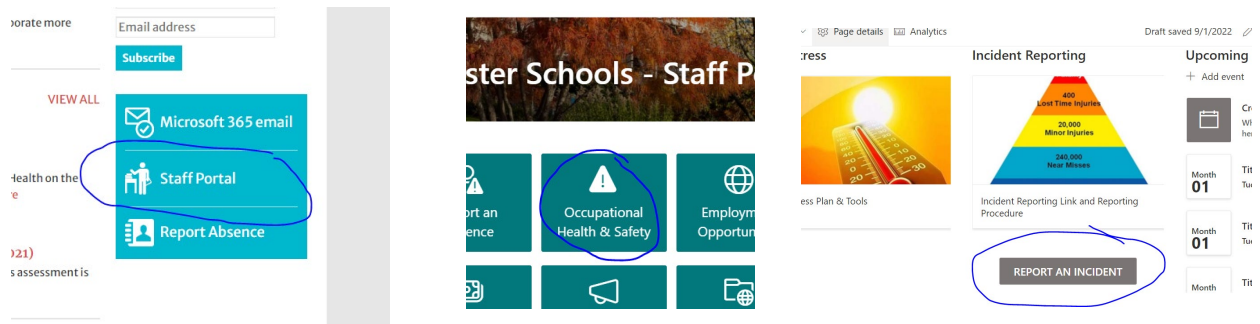
HEALTH AND SAFETY INCIDENT REPORTING LINK



<https://forms.office.com/Pages/ResponsePage.aspx?id=A6INalQXNE6f6JdvA1PFKv1IEWxOxKpLuVTMcXyL5WIUODY5NFRI0U9CWTUxWEdTnjI4RzhEVzEzSC4u>

How to access online Health and Safety reporting:

- 1) Go onto the New Westminster Schools' homepage (newwestschools.ca)
- 2) Scroll down and click on **Staff Portal** on the right side of the screen
- 3) Select **Occupational Health and Safety** on the next screen
- 4) Click on **Incident Reporting**
- 5) Report your incident in the electronic reporting form



What types of things should be reported as a hazard or near miss?

- A slippery floor due to a water spill
- A computer setup that is not ergonomic
- A saw missing a guard
- An item that could fall on someone

What types of things should be reported as a work injury?

Updated September 1, 2022

- An injury from falling on a slippery floor
- A cut that requires first aid
- A sore arm from poor ergonomics
- An injured back from lifting a heavy item

What should not be reported under Health and Safety?

- General equipment/desk requests or non-safety issues that should be discussed with your supervisor
- Illness, which should just be reported under absence reporting

When should an incident be reported?

- As soon as reasonably possible (You should report it the same day it happens)

What do I do if I become injured?

- Go to **first aid** as soon as possible at your school or the **closest school site**
- Visits to medical professionals should occur only if it is beyond the treatment abilities of the first aid attendant (The first aid record is sufficient for documenting an injury)
- Visits to medical professionals for work injuries require the district's **Functional Abilities Assessment** to be completed every visit and returned to Health and Safety.

What is the point of timely incident reporting?

- Allows for quick control measures to be taken for immediate hazards before an injury occurs
- If an injury has already occurred, It allows for quick and documented follow up and investigation to prevent future recurrences
- Quick reporting and treatment of injuries allow for the greatest chance of successful recovery

Do I need to still report this absence?

- When unable to work due to a work injury report it as "Illness – Work Injury"
- Those reporting work injuries that report being unable to work their normal duties, will be offered modified work duties to assist them in continuing to work in a manner that does not aggravate their injury

