



Building Healthy Minds and Bodies since 1977

5.3 INCIDENT (INJURY) REPORTING - EMPLOYEE

PURPOSE

To ensure incidents and accidents are documented, reported, and reviewed with the aim of preventing future occurrences. To comply with WorkSafeBC regulations and to ensure Okanagan Gymnastics Centre (OGC) shares information with Gym BC who holds OGC's insurance policy.

POLICY

All workplace incidents resulting in injury to an employee shall be thoroughly documented in writing and promptly reported to the Director of Operations.

PROCEDURE

The employee is to seek first aid and medical attention after an incident/injury has occurred. The employee is to tell their doctor or qualified practitioner that the injury is work related if required.

All employees must report any incidents as soon as possible.

Following a work related injury the employee must provide the employer with the particulars of the injury by filling out the incident reporting form. An employee is to submit a completed incident report and it is shared with Gym BC and WorkSafeBC.

The Director of Operations or designate reports to WorkSafeBC and Gym BC when an employee submits an incident/injury report which will be submitted within 24 business hours of receipt.

Every attempt is to made to determine the cause/contributing factors of the incident and how to prevent it in the future.

If an employee misses work due to an injury, upon their return a doctor's note stating that they are cleared for return to work may be required.

To read more about the importance of reporting incidents an employee can visit the WorkSafeBC website at www.worksafebc.com.

APPROVED BY OGC BOARD OF DIRECTORS SEPTEMBER 20, 2017