

Reporting Workplace Injuries & Incidents



WCB

- provincial WCB Law

Employee:

- completes Form 6
- Has 6 months to file a claim
- Submits form directly to WCB

Employer

- completes a Form 7 when notified of injury
- gets monthly report on time lost

PSMS

- Prov Safety Mgmt System
- HPEI Employee Event Policy
- Before shift ends or within 24 hours
- On HPEI computer home screens
- Icon button is “Employee Event”
- Includes “Near Misses”
- Employees without computers can seek help from their supervisor or manager with entering an incident

Follow-up on Workplace Incidents



- HPEI managers and/or OH&S Officer are required to follow-up workplace incidents/employee events
- The **GOAL** of follow-up is not to lay blame but to check on the employee's well being and to prevent the same or similar incident from happening again
- Other people may be involved in follow-up such as MSIP Coordinators and TLR or SMART Leads at the site
- Information from incident reports and follow-ups helps us change our TLR & SMART practices for the better