Injury or Incident Flow Chart

Coordinator & Assistant Coordinator Duties

Ensure the health & safety of the employee involved.

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If employee is seeking medical treatment, give the employee the CLS Medical and Return to Work form for completion by the medical practitioner.

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Give the involved Employee the Employee Incident Report for completion to submit to Employee Services.

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Report verbally to Employee Services.

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Conduct the Incident Investigation and complete the CLS Health & Safety Incident Investigation Report. This can be done in conjunction with Employee Services or by or with a member of the CLS JOHSC, where feasible.

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Submit the CLS Health & Safety Incident Investigation Report to Employee Services by fax or CLS Courier.

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Record Injury date on Employee's timesheet.
(See Appendix 4 for WSBC Timesheet sample.)
If the Employee misses work beyond the day of injury, immediately forward the Employee's timesheet to Employee Services, up to and including the day of injury.

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If the Employee continues to be off work, write the letters WSCB in the sick column on their timesheet until the employee returns to work.