

Injury or Incident Flow Chart

Employee Services Duties

Complete the Form 7 in conjunction with employee involved and person(s) conducting the incident investigation.

Submit Form 7 to WorkSfeBC within 72 hours of the incident.

If the Employee is off work beyond the day of injury, ES works with Finance for wage loss completion and submits completed Form 7 to WorkSafeBC within 72 hours of the incident.

ES is responsible for ensuring the Form 7, CLS Health & Safety Employee Incident Record and the CLS Health & Safety Incident Investigation Report are completed appropriately, in a timely manner, and forwarded to the appropriate parties (including WorkSafeBC and the CLS JOHS Committee).

ES ensures the CLS Health and Safety Incident Investigation Report is fixed to WSBC.

ES will work with the Supervisor, WorkSafeBC and the Employee to ensure a safe and healthy return to work. ES will communicate progress of injured Employee to the Supervisor(s) and work with all parties if a graduated return to work is deemed appropriate.