



## **Injury and incident reporting procedures:**

- Contact Control using CODE 6 (possible emergency), CODE 9 (need police, fire, ambulance).
- Please follow the direction from Control and a Transit Supervisor will attend.
- In case of an incident that you find traumatic, you should be offered a diffuser or written material on how to deal with an incident and/or offered a "time-out" please utilize this service (diffusers are peers that have been trained to assist and are there to help). BC Transit has a policy that a diffuser or "time out" must be offered in an event of a traumatic situation.
- Ensure that the proper forms are completed, without the forms the incident didn't happen (Incident Form, First Aid Form, WorkSafeBC form 6).
- If an injury is work related BC Transit and UNIFOR will conduct an Employer Incident Investigation Report (EIIR) joint investigation, this only a requirement of WorkSafeBC and **not** ordered by BC Transit and designed to help prevent such an incident happening again by providing, offering and supporting corrective action as necessary.
- If you book off with a workplace injury, a claim to WorkSafeBC **must be** submitted either by Teleclaim at 1-888-WORKERS or online at [www.worksafebc.com](http://www.worksafebc.com). Please contact your workers advocate if you have ANY questions or concerns in relation to a WorkSafeBC claim.
- BC Transit's Abilities Management department will contact you with further direction when they receive notification that a claim has been filed.
- You are required to sign an advance agreement which allows BC Transit to continue paying your wage at a rate determined by WorkSafeBC's current policy until either the claim is approved or denied.
- If you have any questions, please contact the Union office.