What and how to report

It's both your right and your duty to report all hazards and incidents, including near misses. Reporting helps to protect yourself, your co-workers and patients.

What is a hazard?

A hazard is a thing or condition that has the potential to cause harm to a worker. A hazard could lead to a work-related injury or illness (harm) if not corrected.

An example of a hazard could be:

- An obstacle that hinders movement or could cause a trip or collision
- Broken or worn-out equipment
- A work task that requires actions like climbing, lifting or reaching
- Working alone or in isolation
- A lack of personal protective equipment in stock

If you think, "that's an accident waiting to happen," then it's probably a hazard.

How to report a hazard

TELL your supervisor or manager immediately about the hazard.

REPORT the hazard by using the form provided by your workplace, online or on paper.

If you need help to find the form, ask your supervisor, JOHSC worker representative, or shop steward for help.

CONNECT with your JOHSC worker representative about the hazard so they can raise the issue at their next meeting.

FOLLOW UP to find out when and how changes will be made to correct the health and safety issue.

see next page

What to report and how to report

What is an incident?

A health and safety incident is something that happened because of work that resulted in harm (physical or psychological), or that almost resulted in harm (near miss).

Work-related injuries and illnesses can impact physical or mental health. Some injuries and illnesses are more immediate, while others develop over time.

If you say to yourself, "that was a good catch!" or "I was lucky not to get hurt," it may be a near miss.

Some examples of near misses are:

- You trip over an obstacle but catch yourself before you fall
- A piece of equipment fails or breaks while you are using it
- You discover a sharp where you are not expecting it
- A patient is exhibiting escalating behaviours

Never let anyone stop you from reporting an injury or work-related illness. This includes supervisors or any other person in authority

How to report an incident

TELL your supervisor or manager immediately about the incident, even if there was no injury or illness.

SEEK first aid, if needed, for immediate help with an injury or illness, or to record early signs and symptoms, such as minor aches, pains and strains.

REPORT the incident or injury to your employer.

- Health authority employees call the Workplace Health Contact Centre at 1-866-922-9464
- Affiliate/independent employees fill out an Incident/Injury Report. Ask your supervisor for the form.

It's your duty to complete this report. No one else can complete this on your behalf.

Ask for a copy of the report for your records.

OBTAIN medical treatment, if needed. Make sure you explain that your injury or illness is related to work and how.

FILE a WCB claim if you needed medical treatment and/or missed time from work. www.worksafebc.com or 1-888-967-5377.

CONNECT with your joint occupational health and safety committee (JOHSC) worker representative to ensure you have representation for your incident investigation.

FOLLOW UP to find out when and how changes will be made to correct the health and safety issue.

**PSLS is used for reporting patient safety incidents only. All OHS incident reports must be reported through the contact centre or incident report form.*