OCCUPATIONAL HEALTH AND SAFETY (OHS)

OHS REPORTING INFOGRAPHIC

What are you Reporting?

AN INCIDENT

An undesired event–either physical or psychological–that results in harm **(accident)** or could have resulted in harm **(near miss).**

A HAZARD

An unsafe act or condition that has the **potential** to cause harm.

Here's how to Report it

NOTIFY your manager or supervisor immediately about all unsafe situations, even if there is no injury. Always follow up with an email to your excluded manager.

REPORT any incident or near miss to the Provincial Workplace Health Contact Centre at **1-866-922-9464** if you work for a health authority.
*If you work for an independent or affiliate employer, use the Employee Incident Report (EIR) provided by your employer.

START a WorkSafeBC claim for 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 rep or regional OHS rep to ensure BCNU representation on your incident investigation. Your manager must investigate.

QUESTIONS?
Contact BCNU healthandsafety@bcnu.org

NOTIFY your manager or supervisor immediately.

REPORT using your employer's internal hazard reporting process.

FOLLOW UP with your manager or supervisor by email.

CONNECT with your Joint Occupational Health and Safety Committee rep or regional OHS rep to determine next steps if the hazard is not investigated and/or resolved in a timely manner.

IMPORTANT The Patient Safety Learning System (PSLS) is used for reporting Patient Safety incidents and hazards. The Joint Occupational Health and Safety Committee may not have access to these reports.

Reporting through PSLS is not enough.

All worker health and safety hazards and incidents must be reported using the above process.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

REPORTING AS PER WORKPLACE PROCESS IS KEY

Formally reporting workplace incidents and hazards does more than start an investigation.

REPORTING is the **KEY THAT UNLOCKS:**

Documentation
Creates a formal record of the event

Investigation
Prompts an investigation and safety actions

Builds Data
Adds to the organization's hazard and incident record

Credibility
Reporting adds rigor when escalating with the employer and others

Representation
Notifies JOHS Rep to investigate and seek controls

Resources
Activates BCNU supports like EDMP and more

WorkSafeBC
It is your duty to report. Reports enable escalation to WSBC

Foundation
Supports future action like Right to Refuse or prohibitive actions