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- 1. Notify your supervisor or manager about all incidents, even if there is no injury.
- Seek first aid or medical attention as soon as possible. If you need to leave your work area, tell your supervisor. Make sure you say that the incident happened at work.
- Report the incident by phoning the Workplace Health Call Centre
 1-866-922-9464 (health authority employees) or filling out an employee incident report (affiliate/independent employees).
- Start a WorkSafeBC claim for medical treatment and/or missed time from work. Complete a WorkSafeBC form online (www.worksafebc.com), or by Teleclaim (1-888-967-5377).
- Call the Nurses' Violence Support Line at 1-844-202-2728 during regular BCNU business hours to speak with an OH&S officer.
- 6. Tell your BCNU representative on the Joint OH&S Committee about the incident.
- 7. Participate in the incident investigation with your BCNU representative on the Joint OH&S Committee.
- 8. Ask to attend workplace violence training.
- After a traumatic incident you may benefit from critical incident stress debriefing (CISD). Talk to your manager about how to access CISD at your workplace.

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