Incident and Injury Reporting

What are my safety responsibilities?

As an employer you must:

- provide a safe workplace;
- provide equipment and machinery of a safe design and in safe condition;
- appoint competent supervisors who set performance standards and ensure safe work procedures are followed;
- inform workers of their rights, responsibilities, and duties;
- provide adequate job training;
- train workers on any potential hazards, how to safely use, handle, store, and dispose of hazardous substances, and how to handle emergencies;
- supply personal protective equipment and make sure workers know how to use equipment safely and properly;
- support, and participate in, Occupational Health and Safety Committee;
- meet First Aid standards; and
- report workplace incidents and injuries to the WSCC (as required by legislation).

What are your workers' safety responsibilities?

Workers must:

- do their job safely and follow health and safety rules;
- ask for training if they need it;
- use personal protective equipment when required;
- report injuries to their employer and the WSCC; and
- report First Aid treatment.

Do I have to follow the Safety Acts and Regulations or Mine Health and Safety Acts and Regulations if I am self-employed?

Yes.

Whether you're self-employed or not, every employer is required by law to follow the Acts and Regulations.

If you do not follow the Acts and Regulations the WSCC has the power to:

- order you to comply with the law;
- issue a stop work order; and/or
- begin legal proceedings.

What do I do if a worker is injured on the job?

As an employer you must:

- provide First Aid;
- provide transportation to the closest doctor, hospital, or medical centre;
- complete and submit a WSCC Claim: Employer's Report of Injury form;
- give your worker a copy of the completed WSCC Claim: Employer's Report of Injury form;
- keep an accurate account of the incident (what happened, where it happened, why it happened, who it happened to, any witnesses, etc.);
- complete an Incident Investigation Report and give a copy of the report to WSCC Prevention Services; and
- implement and monitor the appropriate corrective measures to control the hazard.

To report a workplace incident call the WSCC 24-Hour Incident Reporting Line at 1 800 661 0792.