What to do following a Workplace Incident

**Ongoing**

Complete Section 2 of the [Incident Report and Investigation Form](file:///U:\2021-10-01-viu-incident-report-with-investigation%20(5).docx) and send it to [safety@viu.ca](mailto:safety@viu.ca) for submission to WorkSafeBC on behalf of VIU.

**Managers and workers:**

Conduct a preliminary investigation using Section 1 of the VIU [Incident Report and Investigation Form](https://adm.viu.ca/sites/default/files/2021-10-01-viu-incident-report-with-investigation.docx) and identify any unsafe conditions, acts or procedures and send to safety@viu.ca

Complete the [Incident Report](https://adm.viu.ca/sites/default/files/2021-10-01-viu-incident-report-with-investigation.docx)  (Section 1) and send it to [safety@viu.ca](mailto:safety@viu.ca)

**Workers:**

Notify your manager immediately.

Contact Campus Security for first aid if required 1-250-740-6600  
[security@viu.ca](mailto:security@viu.ca) or 911 if the incident is urgent or life threatening.

**Managers:**

Follow up with your workers to ensure corrective action identified during the investigation is implemented by the date identified, is working and is effective.

**Managers or workers:**

Take any faulty equipment out of service and cordon off any unsafe areas immediately.

**Managers:**

An investigation is required for:  
**-**Serious injury or death  
-Injury requiring medical treatment or resulted in missing time from work)  
-Near miss  
-Structural collapse or failure  
-Release of hazardous substances  
-Driving incident  
Dangerous incident involving explosive materials  
-Blasting incident causing injury

**Managers:**

*Immediately* notify **WorkSafeBC** if the incident is one of the 6 types listed below:  
-Serious injury, or death of a worker  
-Major structural failure or collapse of a building, bridge, tower, crane, hoist, scaffold or excavation  
-Major release of hazardous substance  
-Fire or explosion that had potential for serious injury  
-Blasting incident  
-Incident involving explosives

Incident reports will be shared with the Joint Occupational Health and Safety Committee.

Correct any unsafe conditions, acts or procedures identified at the time of the incident.

**Workplace Incident Occurs**

**Immediately**

**As Soon As Possible**

**Within 48 Hours**

**Within 30 Days**