What to do following a Workplace Incident

**Ongoing**

Complete Section 2 of the [Incident Report and Investigation Form](file:///U%3A%5C2021-10-01-viu-incident-report-with-investigation%20%285%29.docx) and send it to 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

**Workers:**

Notify your manager immediately.

Contact Campus Security for first aid if required 1-250-740-6600
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**