



Abbotsford Centre

SITE DIRECTIVE

AC PHARMACY DIRECTIVE	
Title: Injury at Work	Number: IV – 30
Effective Date: November 2008	Approved By: Jennifer Cowie, PPL
Revision Date(s): October 2018	
Review Date(s):	

DIRECTIVE

ALL injuries at the workplace must be reported to the Pharmacy PPL or designate as soon as possible and a PHSA Worker Incident/Injury report Form (WIIR) must be completed and forwarded to Employee Wellness and Safety (EWS) within 48 hours of injury.

If first aid is required call: 644966 (ARHCC Helpdesk) to report the injury and then proceed to the First Aid room (YALE level 4 Rm. E1-030). You must state that you are a BC CANCER – AC employee injured on duty.

For serious injury, at the discretion of the PPL and after notifying the Helpdesk, you may report to the ARH triage desk in the Emergency department.

PROCEDURES

1. Stop working and report the injury/accident to the Pharmacy, PPL or designate
2. Complete page 1 of the PHSA Worker Incident / Injury report form
3. Call the Helpdesk : 64 4966 to report the injury
4. Proceed to the First Aid room or Emergency Triage as determined by the Pharmacy PPL with the Injury report form and your BC Care Card
5. State that you are a BC Cancer Abbotsford Pharmacy employee injured on duty
6. First Aid treatment record will be completed by the provider and a copy will be given to you
7. Return all forms to the Pharmacy PPL or designate so that the accident investigation process can be completed and copies of all necessary forms are forwarded to EWS Health Promotion as soon as possible (FAX: 604-708-2033)