

Incident Reporting for Employees

1. Introduction

Providence Health Care (PHC) is committed to the prevention of workplace incidents and will take all reasonable steps to ensure employees are safe while at PHC sites or during work-related activities. Workplace incidents must be reported to create a safer working environment for staff and to prevent future incidents at work.

1.1. Purpose

This policy relates to all workplace accidents, incidents, injuries, exposures to communicable diseases, biohazards, or hazardous substances and near misses involving employees of PHC.

1.2. Scope

This policy applies to all PHC [Staff](#).

1.3. Exceptions

There are no exceptions to this policy.

2. Policy

All workplace accidents, incidents and/or exposures to communicable diseases, biohazards or hazardous substances and near misses are reported and investigated in accordance with Workers' Compensation Act.

Employees must report all occupational accidents or incidents to the Provincial Workplace Health Contact Centre at 1-866-922-9464, as well as to their Manager/Supervisor.

If a serious incident occurs, it must be reported to the Manager/Supervisor immediately, and the Provincial Workplace Health Contact Center (PWHCC). If advised by PWHCC, WorkSafe BC (WSBC) must be contacted to report a serious incident and an investigation must be completed and reported to WSBC within 48 hours of the incident.

Refer to [WSBC's Reporting Serious Incidents and Fatalities](#) for further information regarding reporting a serious incident to WSBC.

Refer to PHC's [Occupational Health and Safety](#) website for further information.

3. Responsibilities

3.1. All Staff

All staff members are responsible for adhering to this policy and monitoring their activities in accordance with the policy. Staff members may warn others if they observe a violation of this policy.

3.2. Managers/Supervisors

All Managers/Supervisors are responsible for promoting a culture of safety in which Staff can readily report incidents.

4. Compliance

Document section not used.

5. Supporting Documents

5.1. Related Policies

[Domestic Violence Policy for Employees](#)
[Patient Safety Incident Management](#)
[Violence Prevention in the Workplace](#)

5.2. Related Guidelines, Procedures, Forms

There are no related guidelines, procedures, or forms to include with this policy.

6. Definitions

"Staff" means all employees (including management and leadership), medical staff (including physicians, midwives, dentists and nurses), residents, fellows and trainees, health care professionals, students, volunteers, contractors, researchers and other service providers engaged by PHC.

"Hazardous Substance" includes

- (a) a hazardous product within the meaning of the *Hazardous Products Act* (Canada),
- (b) a substance designated as a hazardous substance by regulation, and
- (c) a biological, chemical or physical agent that, by reason of its properties, is hazardous to the health or safety of persons exposed to it

"Incident" includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease

"Near Miss" includes an accident or other occurrence which had the potential for causing an injury or occupational disease

"Supervisor" means a person who instructs, directs and controls workers in the performance of their duties

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7. References

There are no references to list for this policy.

8. Appendices

There are no appendices to include with this policy.

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	2	01-March-2016		Sandy Coughlin
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	4	Oct-12-2022		Ramandeep Sohi Alina Tepes

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