

How to Report Injuries (Employees)

School District No. 71 (Comox Valley)

If a worker is injured in the course of work:



All Injuries:

- All injuries are reported to first aid attendant promptly;
- The first aid attendant completes the first aid records through the Attendance Management System. [OHS First Aid Attendant Guide](#)
- Follow steps in appropriate column below

An incident requiring first aid only does not fall under the steps of medical services. Medical services refers to doctor visits as well as physiotherapy, chiropractor, x-ray, massage therapy (which must be preceded by a doctor's visit). If a violent incident, please refer to the Workplace Violence Incident Report and Investigation Flowchart.

If no medical services and no lost work time beyond the day of injury (ie. first aid only):



Injured worker does not receive medical services beyond first aid and there is no lost work time beyond the day of injury.



Documentation ends. The only exception is noted below.



Exception: If the injured worker subsequently receives medical services, then follow steps for medical services received and/or lost work time beyond the day of injury.

If medical services received and/or lost work time beyond the day of injury:



Injured worker receives medical services beyond first aid and/or has lost work time beyond the day of injury.



First aid attendant or injured worker informs worker's supervisor of injury.



Worker reports to Teleclaim (1-888-967-5377) and reports through the Attendance Management System. [How to Report Workplace Incidents](#).

Supervisor completes tasks through the Attendance Management System. [OHS Supervisors Guide](#).