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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 7211.1

## REGULATION: EMPLOYMENT-RELATED INJURIES (WORKERS' COMPENSATION BOARD)

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### I. STANDARD

Surrey School District will comply with the Workers' Compensation Board requirements for reporting and investigating accidents. Reports must be made of all accidents and serious near miss incidents.

### II. ACCIDENT REPORTING

1. Employees must report all accidents and injuries to their supervisor immediately.
2. If required, employees must obtain first aid from a designated first aid attendant.
3. All employee injuries or accidents shall be recorded in the accident record book. All workplaces must have an accident record book located in the first aid room. Facilities personnel and janitors must ensure that their injuries are recorded in the Facilities Department accident record book.
4. All employees must complete a Surrey School District Employee Injury/Incident Report form and submit it to their supervisor. The supervisor and worker representative shall conduct an accident investigation if required and then sign the district Employee Injury/Incident Report Form.
5. The supervisor shall fax the completed Employee Injury/Incident Report Form to Health & Safety, Human Resources for record-keeping purposes and for generation of the Workers' Compensation Form 7 (if required).

Designated Supervisor/Principal may delegate another person to process Employee Injury/Incident Report Forms, but the responsibility for ensuring that forms are completed as required remains with the Supervisor/Principal.

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6.     Distribute Employee Injury/Incident Report Form as follows:
  - i.    White copy - Employee report submitted to Health & Safety, Human Resources
  - ii.   Yellow copy - Accident investigation - completed by Supervisor/Principal and submitted to Health & Safety, Human Resources.
  - iii.   Pink copy - Retained at work location for their records.
7.     Any additional information that comes to light on receipt of the employee's submission should be forwarded to Human Resources.

**III.    TIME SHEETS AND PAY DURING INJURY TIME LOSS**

Supervisors/Principals are to ensure that payroll information is submitted for employees who are absent due to employment-related injury. Payroll information should indicate "off work-WCB".

Revised:     2000-10-12

Approved:    Undated

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