

	POLICY	
	HR-116 Injury/Illness On Duty- Reporting	
	Original Date	Revision Date
	2021-04-01	2024-08-01

Policy

A member who incurs an injury or becomes ill during the performance of their duties must report the injury/illness to **their immediate supervisor** as soon as is reasonably possible.

Reason for Policy

1. To ensure the health and safety of the member.
2. To ensure the member receives any required treatment without delay.
3. To prevent a situation that may impair a mission or result in damage to a vessel or equipment.
4. To ensure that a member, **receives all benefits arising from WorkSafe coverage that they are eligible for.**

Definition(s)

Immediate Supervisor: Depending on the situation may be the Coxswain, Station Leader, Training Officer, HQ Manager, etc.

Member: includes both a member and an employee

Reportable Injury: An injury/illness is reportable and must be reported if a member:

- independently seeks medical treatment or a duty related condition
- is taken or leaves duty for treatment at a medical facility
- misses time from their duties following an injury
- loses consciousness
- is diagnosed with a workplace disease

Effective: April 1, 2021
Approved: CEO

Version: 2
Page 1 of 2

Updated: August 1, 2024
Document: HR 116

- develops symptoms of a mental health disorder related to the work environment
- incurs broken eyeglasses, dentures, hearing aid or artificial limb due to a duty related incident

Non-Reportable Injury: an injury/illness that does not fall within the categories set out under reportable injury.

Filing a claim: A member can initiate a claim via phone or online. Tele claim # 1-888-967-5377

Guidelines

A member who incurs any injury or becomes ill during the performance of their duties must report the injury/illness to their immediate supervisor as soon as is reasonably possible.

The supervisor will assess whether the member requires treatment including first aid.

The supervisor will determine whether injury/illness is reportable to WorkSafe BC

If not reportable to WorkSafe any first aid treatment administered must be recorded and maintained at the station.

If reportable:

The supervisor will advise the member to report the injury/illness to WorkSafe BC.

Member initiates a WorkSafe claim and completes a form 6. Tele-claim #1888-967-5377

Supervisor completes an RCMSAR Injury/Illness on Duty Form (attached) and forwards to the Manager, Operations.

Manager, Operations submits a form 7 to WorkSafe BC.

Once the injury/illness has been resolved the member must advise their Station Leader/HQ Manager in writing of their intent to return to active duty and when. Said advise shall be provided at least five calendar days in advance of the contemplated return date.

In the case of a station-based member the Station Leader will advise the Manager, Operations of the members intent to return to active duty.

NOTE: Any member may be required to provide written medical clearance from a health care professional to their Station Leader/ Manager prior to returning to their duties. Note: HR Policy (HR-117 Return to Service)

Bill Riggs
Bill Riggs (Jul 23, 2024 14:34 PDT)

Effective: April 1, 2021
Approved: CEO

Version: 2
Page 2 of 2

Updated: August 1, 2024
Document: HR 116