

	POLICY	
	HR-116 Injury/Illness on Duty - Reporting	
	Original Date	Revision Date
	April 1, 2021	October 1, 2025

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

To ensure the health and safety of the member.

To ensure the member receives any required treatment without delay.

To prevent a situation that may impair a mission or result in damage to a vessel or equipment.

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, **Instructor** 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
- 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

All injuries to members must be investigated, documented or reported if required.

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 #1-888-967-5377

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.

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NOTE: A 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 (Oct 1, 2025 14:43:35 PDT)



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INJURY/ILLNESS on DUTY FORM

Member Information

Name:	Phone Number:
	Station and Membership #:

Incident Information

Date/time of event:	Where did it take place:
Reported to:	Nature of injury/illness:
Medical attention rendered (first aid/Dr./hospital):	By whom/where:
Describe what happened:	Describe the injury/illness:
Severity:	Witnesses (if any):

Supervisor (to complete)

Is the injury/illness reportable to WorkSafe BC? Y N (circle one)

Was an accident investigation conducted?

Should Member

- Continue with duties: _____
- Be stood down: _____
- Reassigned to other duties: _____

If reportable injury/illness did member initiate a WorkSafe BC claim? Y N (circle one)

Member Signature

Date

Supervisor Signature

Date

**Note: A copy of the completed form must be forwarded to the Manager,
Operations at HQ.**

Bill Riggs
Bill Riggs (Oct 1, 2025 14:43:35 PDT)

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