### What to do Following a Workplace Incident

**Flow Chart**

**Workplace Incident occurs**

**Immediately**

**Worker:** Notify supervisor. Attend first aid.

**Employer:** Notify WorkSafeBC if the incident is one of the 6 types listed below:
- Serious injury, or death of a worker
- Major structural failure or collapse of a building, bridge, tower, crane, hoist, scaffold or excavation
- Major release of hazardous substance
- Fire or explosion that had a potential for serious injury
- Blasting incident
- Incident involving explosives

**As Soon As Possible**

**Worker:** Complete WorkSafeBC form 6A - Worker's Report of Injury or Occupational Disease to employer. Submit form to employer.

**Employer:** Conduct preliminary investigation with worker rep. and prepare report.

**Within 48 Hours**

**Employer:** If a worker was injured, submit a Form 7 - Employer’s Report of Injury or Occupational Disease. Fax: 1-888-922-8807

**Within 3 days**

**Employer:** Complete full investigation with worker rep. and prepare report.

**Within 30 days**

Submit report to WorkSafeBC: Fax: 1-866-240-1434 worksafebc.com

**Ongoing**

**Employer:** Follow up to ensure corrective action is in place and effective.

**Worker:** Complete WorkSafeBC form 6A to employer. Submit form to employer.

**Employer:** Offers return to work options to worker.

**Complete corrective action as required and prepare report**

**Provide reports to workers**

If full investigation and corrective action can be completed within 48 hours, you may combine the reports

**Complete corrective action as required and prepare report**

**Provide reports to workers**

*Reports must be shared with the Safety Committee, Worker Safety Representative, or posted in the workplace*

Resources available at: [WorkSafeBC.com](http://WorkSafeBC.com)

www.AgSafeBC.ca

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**AgriSafe Culture**