

ADMINISTRATIVE PROCEDURE #304

WORKERS' COMPENSATION

BACKGROUND

Under the *Workers' Compensation Act*, employees are eligible for compensation if they incur an injury or illness while performing their job duties. Considering that some illnesses or injuries may not immediately present themselves, it is important to report incidents immediately.

PROCEDURES

If an employee incurs an injury or illness while performing their job duties, they must immediately:

1. report the injury or illness to first aid, their supervisor, and WorkSafeBC; and,
2. enter the details of the injury or illness in WorkSafeBC Form 6A (available in the Staff Portal).

When the District learns of a workplace injury or illness that requires medical attention or causes the employee to miss time, the District will complete:

1. an initial investigation within 48 hours;
2. a WorkSafeBC Form 7 within three business days and submit to WorkSafeBC; and,
3. an investigation report within thirty days.

Date Adopted: 1963-01
Converted from Policy 4.20: 2026-02

Cross References: