



Memorandum

Date: May 31, 2022
To: All District & School Administrators
From: Erica Schmidt, Assistant Director of Human Resources

Information: Immediately Reportable Incidents/Injuries

There are certain types of incidents/injuries that must be reported to WorkSafeBC urgently. That is, within the same day of occurrence. Any significant delays may result in orders/financial penalties.

Below is an excerpt from [Guideline G-P-68-1](#), associated with [WCA 68](#), which provides detail as to what constitutes an *immediately reportable* injury. Other incidents that meet this threshold are those involving fires, explosions, structural collapses, and major release of a hazardous substance.

Action Required: Ensure that all site occupational first aid attendants understand this **legal requirement**. Post this memo in the first aid area and on your OH&S bulletin board. **Call** the Human Resources Department (250-549-9220) urgently when an incident occurs that meets this threshold. If you are unsure as to whether the incident/injury is immediately reportable, call anyway. Due to the urgency please do not rely on email communication.

Traumatic injuries that should be considered "serious injuries" include

- Major fractures or crush injuries, such as
 - A fracture of the skull, spine, or pelvis
 - Multiple, open or compound fractures, or fractures to major bones such as the humerus, fibula or tibia, or radius or ulna
 - Crushing injuries to the trunk, head or neck, or multiple crush injuries
- An amputation, at the time of the accident, of an arm or leg or amputation of a major part of a hand or foot
- Penetrating injuries to eye, head, neck, chest, abdomen, or groin
- An accident that caused significant respiratory compromise, or punctured lung
- Circulatory shock (i.e., internal hemorrhage) or injury to any internal organ
- Lacerations that cause severe hemorrhages
- All burns that meet the rapid transport criteria of the Occupational First Aid Training Manual, including
 - Third degree burns to more than 2% of the body surface
 - Third degree burns to the face, head, or neck
 - Burns of any degree with complications
- An asphyxiation or poisoning resulting in a partial or total loss of physical control (i.e., loss of consciousness of a worker in a confined space) or a respiratory rate of fewer than 10 breaths per minute or severe dyspnea (difficult or laboured breathing)
- Decompression illness, or lung over-pressurization during or after a dive or any incident of near drowning
- Traumatic injury which is likely to result in a loss of
 - Sight
 - Hearing
 - Touch