

## REPORTING WORKSAFE BC INJURIES – Employees & Students

PROCEDURES	EMPLOYEES & MAP STUDENTS	STUDENTS (PRACTICUM or PBMLT)	STUDENTS (in CLASS)
First Aid Attendant to fill out form	<a href="#">WSBC First Aid Report</a>	<a href="#">WSBC First Aid Report</a>	<a href="#">WSBC First Aid Report</a> Student signs off FA report
Send FA Report to	HR Advisor <a href="mailto:mdavies@cotr.bc.ca">mdavies@cotr.bc.ca</a>	Executive Assistant (Academic & Applied Research) <a href="mailto:cmooy@cotr.bc.ca">cmooy@cotr.bc.ca</a>	Executive Assistant (Academic & Applied Research) <a href="mailto:cmooy@cotr.bc.ca">cmooy@cotr.bc.ca</a>
Employee or Student form to fill out and send to:	<a href="#">WSBC Form 6A</a>  send to HR Advisor <a href="mailto:mdavies@cotr.bc.ca">mdavies@cotr.bc.ca</a>	<a href="#">WSBC Form 6</a>  <ul style="list-style-type: none"> <li>Unpaid practicum- employer is Ministry of Advanced Education</li> <li>PBMLT- employer is Ministry of Social Development &amp; Poverty Reduction, BC</li> </ul> send to <a href="mailto:cmooy@cotr.bc.ca">cmooy@cotr.bc.ca</a>	No Form to fill out
Employee or Student required to report incident to WSBC (Worksafe BC)	Employee/Paid Practicum report incident to WSBC 1-888-967-5377 (1-888-workers)	<ul style="list-style-type: none"> <li>Unpaid practicum- can submit form 6 directly to WSBC</li> <li>PBMLT – via Form 6 to <a href="mailto:cmooy@cotr.bc.ca">cmooy@cotr.bc.ca</a></li> </ul>	Students in class not covered by WSBC
Employer submits to WSBC	HR submits Form 7 to WSBC	Submits Form 7 <ul style="list-style-type: none"> <li>Unpaid practicum- to Ministry of Advanced Education</li> <li>PBMLT- to Ministry of Social Development</li> </ul>	
Other info:	<a href="#">Incident Investigation Form</a> required if: <ul style="list-style-type: none"> <li>Incident is major or minor w/potential of serious injury</li> <li>Injury required medical beyond First Aid Attendant</li> </ul>		