



Policy Name <b>MANAGEMENT OF OCCUPATIONAL ACCIDENTS AND WCB REPORTING</b>	Policy Number: <b>1102</b>
	Effective Date: April 7, 2010
Approved By: Executive Committee	Date Revised: September 28, 2018
Classification: Occupational Health & Safety	Page No: Page 1 of 1

## **POLICY**

The purpose of this policy is: to standardize the reporting and management of employee accidents; to ensure prompt and appropriate corrective action is taken to reduce workplace related hazards; to promote employee safety and wellness and maximize employee potential; to support the return to work of employees who have been absent due to illness or injury; and to comply with the Alberta Occupational Health and Safety Act and Regulations and the Workers' Compensation Act.

## **POLICY STATEMENT**

### REPORTING OF ACCIDENTS AND INJURIES

All staff (employees, volunteers, physicians, contractors, students) must report any occupation related accident, injury, illness or incidents that could have, under different circumstances, led to an accident, injury or illness (i.e. "near miss") to their supervisor and to the Employee Relations & Support Services Manager. (see [Incident Reporting Form](#))

### INVESTIGATION, FOLLOW-UP AND CORRECTIVE ACTION

In the event of an accident, injury or "near miss", the appropriate supervisor shall ensure that an investigation is carried out in accordance with the appropriate policy. The purpose of the investigation will be to determine the cause and to identify and implement corrective action and other measures to prevent any recurrence of the incident.

### SERIOUS INJURIES

Serious injuries and accidents (as defined under the Occupational Health and Safety Act) must also be reported to the provincial department of Human Resources & Employment, Workplace Health & Safety, phone # 1-866-415-8690.

### WORKERS' COMPENSATION CLAIMS

Employees covered under the Workers' Compensation Act have the right to file claims with the provincial Workers' Compensation Board (WCB) as a result of a workplace related illness or injury. Adjudication of WCB claims is the responsibility of the WCB. Management and staff will cooperate with the WCB to facilitate the processing, assessment and follow-up of WCB claims including all aspects of employee return to work processes.

## **REFERENCES**

The Salvation Army Operating Policies, Section 46 – [Policy #4607 Workers' Compensation Occupational Health & Safety Act Workers' Compensation Act](#)