

Incident Reporting Process

An incident is an accident or other event in the workplace that resulted in, or could have caused, an injury or disease. Incidents can range from “near misses” in which no injuries occur, to improper activity or behaviour, violence, structural failures, chemical spills, fires, serious injuries, and fatalities.

If an Incident Occurs

If an incident occurs, the first priorities are to:

- assist any injured workers.
- notify first aid or emergency services if required.
- secure the scene.
- start the investigation process.
- report the incident.

Whether or not anyone is injured, an incident must be reported as soon as possible. Reporting is necessary for incident investigation and prevention. There are two types of reporting: internal (within the company) and external (to WorkSafeBC). Both types are further broken down into incident reporting and injury reporting.

Workers who witness or are involved in an incident are responsible for notifying their supervisor or employer. The employer must ensure that workers know who to notify at the worksite.

Internal Incident Reporting

Report an incident to the following people within the company:

- A first aid attendant if a worker has been injured and care is needed
- The supervisor of workers involved in the incident
- The workplace safety or site safety manager and the joint health and safety committee

- The site superintendent or general manager, as required by the site
- When reporting an incident, be sure to include:
 - What happened
 - Who was involved or injured
 - When and where the incident occurred
 - Any unsafe conditions, acts, or procedures that significantly contributed to the incident

Internal incident reporting helps ensure more efficient emergency response, external incident reporting and incident investigations.

External Incident Reporting

The employer is responsible for reporting some types of incidents to WorkSafeBC. Serious incidents must be reported immediately. These include incidents that:

- result in death or serious injury.
- involve a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.
- involve the major release of a hazardous substance.
- are required to be reported by regulation (e.g., blasting or diving accidents).

Reference: *Workers Compensation Act* Part 2, [Division 10](#)

Project: Address:

Employer: Supervisor:

Date: Time: Shift:

Number in crew: Number attending:

Other safety concerns or suggestions:

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Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks:

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Manager: Supervisor:

(Signature)

(Signature)

For more information on health and safety requirements for crane operations in B.C., refer to the *Workers Compensation Act* and the OHS Regulation at worksafebc.com.