

## Incident Reporting

It is important for the College to maintain accurate records of any incidents that cause or could cause injury or damage, to prevent their reoccurrence.

When there is an incident in the workplace, it needs to be recorded as soon as reasonably possible following the event. In the event of a life-threatening emergency, this may not be on the day of the incident, but it should be completed as quickly as possible to achieve the highest possible accuracy. Once the form is completed, please submit to Human Resources at [hr@coquitlamcollege.com](mailto:hr@coquitlamcollege.com). All completed forms will be reviewed and kept by the President.

In the event of:

- a) Death or severe injury of an employee.
- b) Major release of a hazardous substance.
- c) Fire and/or explosion.
- d) Blasting accident that causes injury.
- e) Incident involving explosives.
- f) Major structural failure.

WorkSafeBC must be notified immediately. The President or Designate, or most senior staff member present must call WorkSafeBC's prevention emergency line (604-276-3301) to report the incident as soon as possible. The College will follow all further directions from WorkSafeBC.

For more information, please refer to WorkSafeBC's guidelines for [Reporting Incidents](#).