

## **4.7 WORKSAFE BC – COMPENSABLE CLAIMS/LEAVES POLICY**

### **Reporting Incidents:**

Employees who, through an incident while working, have an injury or a potential injury, must report the incident to their Supervisor/Coordinator immediately and must fill out a WorkSafe BC Form and return it to the designated Manager within 24 hours of the injury. This form must be forwarded to BACI's Early Intervention Program (EIP) by the department Manager as soon as possible. The EIP communicates directly with WorkSafe BC on behalf of the employer, contacts employees for updates and facilitates return to work plans. Participation with the EIP is mandatory for all employees who are on a Worksafe leave.

### **Policy:**

Our policy with regard to WorkSafe BC compensable claims is to expedite the processing of the claim and to try to minimize the interruption of employees' incomes. All WorkSafe claims for employees will be administered as per the Collective Agreement and applicable laws and regulations.