

## **4.7 WORKSAFEBC – 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 WorkSafeBC Form and return it to the designated Manager within 24 hours of the injury. BACI has an early and safe return to work program and can provide modified duties which minimize earning disruptions. BACI and all employees must cooperate in safe and timely return to work.

All employees must comply with the procedure for WorkSafe Leave. BACI has an Early Intervention Program (EIP) which is mandated through the Collective Agreement. The EIP communicates directly with WorkSafeBC 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 WorkSafeBC 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.

### **Linking Policies**

- 3.12 Reporting Critical Incidents Policy
- 3.13 WorkSafeBC Policy
- 3.16 Investigation of Workplace Accidents Policy