

<b>POLICY NO:</b>	SA 014
<b>POLICY TITLE:</b>	INJURY REPORTING POLICY
<b>DEPARTMENT:</b>	SAFETY
<b>APPROVAL DATE:</b>	15-04-03 (April 2003)
<b>REVISION DATE:</b>	14-10-12 (October 9, 2012)
<b>REVIEW DATE:</b>	2017-01-21-PP (January 16, 2017)

**Purpose:**

To ensure the immediate start of the disability management process and compliance with legislative requirements.

**Policy:**

- The County of Vermilion River requires that the employees report all incidents, injuries, and near-misses immediately to their supervisor or, if not possible, before they leave the job site.
- All incidents and injuries must be recorded in the accident log book, or on the single page form.
- All lost time accidents and modified work placements must be reported to the WCB in accordance with Section 33 of the Worker's Compensation Act.

A return-to-work must be reported to the WCB in accordance with Section 33 of the Worker's Compensation Act. A signed copy from the employee's supervisor must be sent to payroll and in turn sent to WCB within 72 hours for compliance.