

Guide for Injured Employees

The following guide provides employees with what they need to know if they have been injured while working. (This handout can be found on the BCIT Website Under SSEM > Safety on Campus > First Aid)

Seek First Aid and/or 911

Report to First Aid at your campus or seek treatment from emergency services. For more information or to find first aid locations and hours please see [First Aid – BCIT](#)

- Contact BCIT Security (604-451-6856) to request first aid treatment.
- Request first aid using the [Safety Wise App](#).

Report the Incident through IRIS

When an employee seeks first aid, the first aid attendant will report the injury in IRIS. As the injured employee you must also report the injury using the BCIT online [Incident Reporting and Information System \(IRIS\)](#). (IRIS can be found on the BCIT website by searching “BCIT IRIS” or can also be found in your Dashboard.)

Reporting the incident through IRIS and to your supervisor is important so that there is a record of your incident.

Report the Incident to your Supervisor

When an employee is involved in an incident or is injured they must report it to their supervisor regardless of the severity. Your supervisor will need to be aware of the incident to start an investigation and place controls to ensure similar incidents do not reoccur.

Seeking Medical Attention

If your injury requires you to seek medical attention, outside of first aid, you must notify Disability Management at dm@bcit.ca. If the injury results in time loss (taking days off work), you must also notify your supervisor.

Reporting to WorkSafeBC

If you have a work-related injury or disease, and you seek medical attention or miss time from work, please

- contact WorkSafeBC’s Teleclaim: 1.888.967.5377, OR
- report online: <https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness>

Employee & Family Assistance Program (EFAP)

All BCIT employees and their families have access to EFAP through Homewood Health. EFAP is a free confidential service that includes:

- Counselling, Financial & Legal Services
- Wellness Services
- Individual Consultation, Management Consultation & Group Services
- Critical Incident Stress Management Services

Employees have two ways of contacting Homewood Health EFAP:

- Phone: 1.800.663.1142
- Online: <https://homeweb.ca/>