Workplace Incident Occurs	Immediately	Within 48 Hours	Within 3 Days	Within 30 Days	Ongoing
Supervisor will…	**SERIOUS INCIDENTS** Notify OHS Division & WorkSafeBC. **OTHER INCIDENTS** requiring investigation Review the scene (identify immediate safety concerns).	Complete the Preliminary Investigation with the JOHSC Worker Rep (acquired by OHS) & enter the information in IRIS. After entering the Preliminary Investigation & Interim Corrective Action information, undertake interim corrective action as required. Follow up with affected workers.		Complete the Full Investigation with the JOHSC Worker Rep (acquired by OHS) & enter the information in IRIS. After entering the Full Investigation & Full Corrective Action information, undertake corrective action as required. Follow up with affected workers	Follow up to ensure corrective actions are in place & effective.
		There are 4 reports that must be completed (Preliminary Investigation, Interim Corrective Actions, Full Investigations & Full Corrective Actions. If the full investigation & corrective actions can be completed within 48 hrs, the report may be combined.			
OHS Division will…	Contact the appropriate JOHSC to acquire a Worker Rep for the investigation.	Provide Preliminary Investigation & Interim Corrective Actions Reports to the JOHSC.		Provide Full Investigation & Full Corrective Actions Reports to WSBC & JOHSC.	
Disability Management will…			If a worker was injured, First Aid will begin the Form 7 – Employer's Report of Injury or Occupational Disease & DM will submit.		