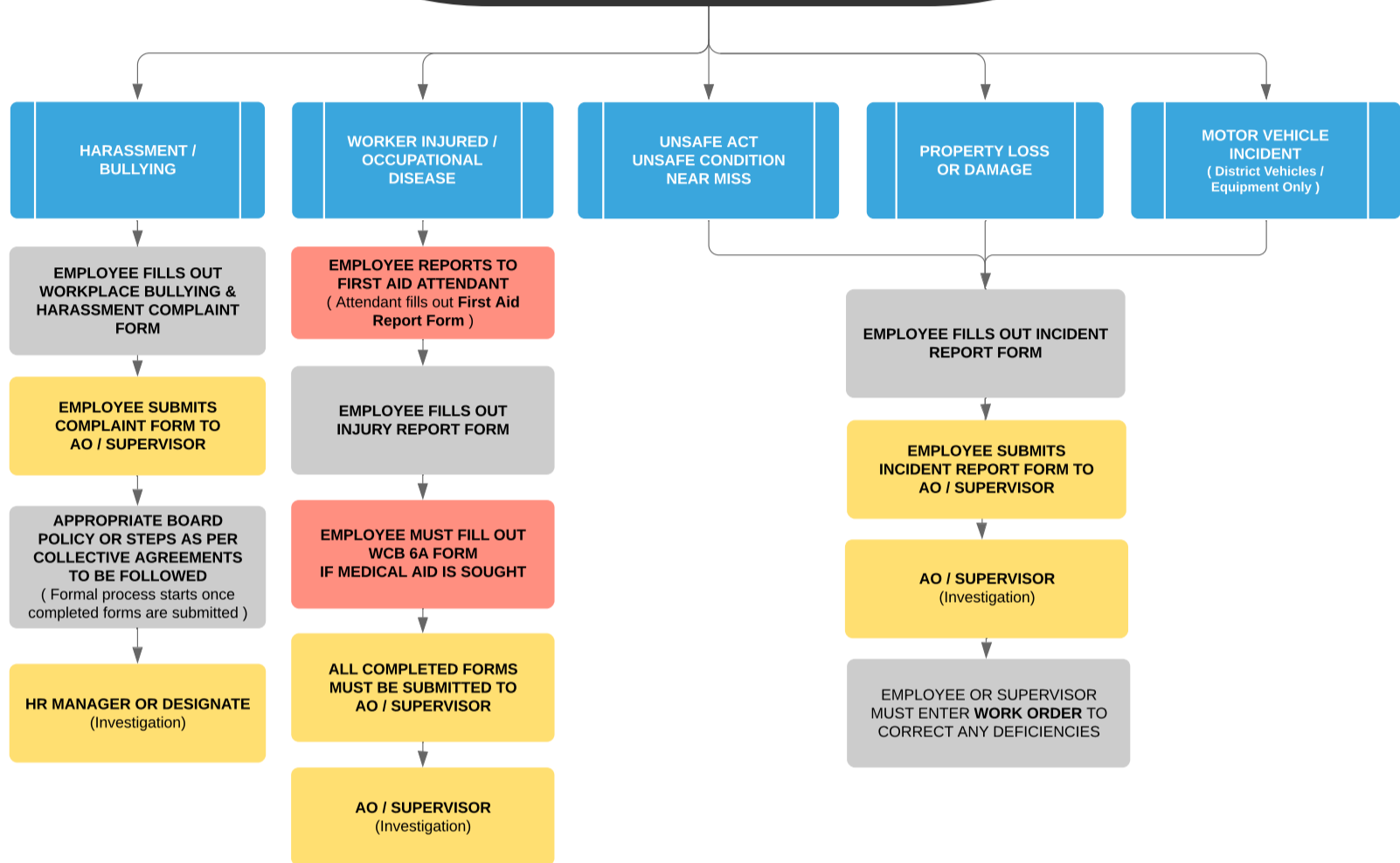




SCHOOL DISTRICT 60 (PRN) INCIDENT REPORTING PROCESS

WORKPLACE INCIDENT OCCURS
(FOR ALL EMERGENCIES CALL 911)



If at any time, an **EMPLOYEE** seeks **MEDICAL ATTENTION** by a medical practitioner or there is a **LOSS OF TIME** beyond the date of incident, the **EMPLOYEE** must report this to their **SUPERVISOR IMMEDIATELY**

For assistance or to obtain forms, please contact the **ADMINISTRATION / SECRETARY** at your location

ALL COMPLETED FORMS MUST BE SUBMITTED TO THE HEALTH & SAFETY DEPARTMENT

SABRINA EMSLIE, SUPERVISOR OF SAFETY SERVICES
HEALTH & SAFETY DEPARTMENT
(250) 263-1997 or safety@prn.bc.ca