

School District No. 64 (Gulf Islands)

Gulf Island Schools
Fax: 537- 4200

Health & Safety

Reporting Injuries and Making WorkSafe Claims

Always record an injury at work and notify your supervisor of your injury. Should you seek medical attention or you will be missing work as a result of your injury, fill out a [Form 6](#) download file (detailed notes about the event), make a copy of your notes, and complete the following steps as soon as possible:

Please note you can report your injury online

<https://online.worksafebc.com/anonymous/wcb.WIIR.Web/createreport.aspx>

1. Give a copy to your supervisor so that the Supervisor can follow up and fill out the supporting form 7.

2. Fax the completed [Form 6](#) to District Worksafe Claims Manager, Glynis Finer 250 5374200. (The supervisor will do the same with the Form 7).

3. Initiate your WorkSafe Teleclaim by:

- **calling the Call Centre at 1-604-231-8888 or toll-free in Canada at 1-888-967-5377 for their information gathering interview, or**
- **waiting for WorkSafe to contact you for the interview**

In both cases it is important to be prepared and to have your detailed notes about your claim.

If you have any questions, contact the SD 64 claims manager, Glynis Finer 537 5548 or the OHSS Tom Graham at 537 5723.