

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.**