



Policy Name:	OCCUPATIONAL HEALTH AND SAFETY – WORKPLACE INJURIES		
Policy #:	AD 5.8.2	Last Updated:	2021-08-08
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 5.8.1 Occupational Health and Safety – Governance

AD 5.10 Attendance Support

1. PURPOSE

- 1.1. To provide direction to Employees, Volunteers, Practicum Students, and Contractors to report workplace injuries.
- 1.2. To comply with all applicable authority governing workplace safety and procedures.

2. SCOPE

- 2.1. This policy applies to all SPS Employees (including Members and civilian staff), Volunteers, Practicum Students, and Contractors.

3. POLICY

- 3.1. All Employees, Volunteers, Practicum Students, or Contractors are required to contribute to a healthy and safe workplace to minimize the potential for incidents, injuries, and illnesses.
- 3.2. Employees, Volunteers, Practicum Students, or Contractors must perform their work-related tasks in accordance with established safe work procedures and practices, and applicable federal, provincial, and municipal regulations.
- 3.3. WorkSafe BC requires a report be submitted for all workplace injuries. Employees, Volunteers, Practicum Students, or Contractors must comply with the requirements of completing these forms, pursuant to the various regulations set by WorkSafe BC.

3.4. Injuries occurring under normal working circumstances in the workplace are covered under any employment agreement or applicable Collective Agreement and through WorkSafe BC.

4. PROCEDURE

Workplace Injury

- 4.1. If an SPS Employee, Volunteer, Practicum Student, or Contractor is injured while on duty or in the SPS workplace, they must immediately notify their Supervisor or the Duty Officer.
- 4.2. The injured Employee, Volunteer, Practicum Student, or Contractor must complete their portion of the Incident Investigation WorkSafe BC Form (AD-58201) and ensure it is submitted to the Employee Services Section.
- 4.3. If the injury is of such severity that the Employee, Volunteer, Practicum Student, or Contractor is prevented from submitting the Injury Report, the immediate Supervisor will submit the report.
- 4.4. All Injury Reports and forms will be forwarded by the Employee Services Section to WorkSafeBC.

Supervisor's Responsibility

- 4.5. Supervisors must complete and sign the Supervisor's portion of the Injury Report prior to being forwarded to the Employee Services Section.
- 4.6. When an Employee notifies their Supervisor that they cannot work due to an injury, the Supervisor must send an email to the Employee Services Section general email address providing the following:
 - i. the employee's name;
 - ii. the employee's first day off;
 - iii. the employee's expected return to work date, if known; and
 - iv. general nature of the injury.Similar steps should be taken to notify the Employee Services Section of absences for workplace injuries of Volunteers, Practicum Students, and Contractors.

Fitness Related Injury

- 4.7. The SPS supports Employees participating in fitness activities to promote their health, wellness, and job safety. Employees are encouraged to use their break times as defined in their employment agreement or applicable Collective Agreement to participate in activities that promote fitness, health, and wellness. Employees who are injured participating in health, fitness, and wellness activities during work hours, or on designated breaks may submit a WorkSafe BC claim. Employees must obtain prior approval from their Supervisor to participate in fitness activities within their work day, including paid and unpaid breaks.

4.8. If an Employee participates in a sporting event as an SPS representative, as authorized by the Chief Constable or delegate, and is injured, that employee may submit a WorkSafe BC claim.

4.9. WorkSafe BC has the sole authority to allow or disallow a WorkSafe claim.

Expectations/Further Actions

4.10. An Employee found to have violated this Policy may be subject to disciplinary action, up to and including termination of employment. Volunteers, Practicum Students, and Contractors may have their relationship with SPS terminated for violating this Policy.

APPENDIX A: DEFINITIONS

“Contractor” means a person or persons who has access to SPS premises, as defined in this policy, for the purpose of providing services or supplies to SPS on a contractual basis.

“Employee” means any employee of SPS (including sworn Members and civilian staff).

“Executive Leadership Team” means the Chief Constable and the Deputy Chief Constables.

“Practicum Students” mean students of a program at a recognized education institution who are engaged at SPS premises for study, research, work experience, etc.

“Prime Contractor” means the directing Contractor, employer, or other person who enters into a written agreement with the owner of the workplace to be the prime contractor for the purposes of the OHS provisions.

“SPS premises” includes, but is not limited to, any property permanently or temporarily under the jurisdiction of SPS, including land, building, job sites, facilities, parking lots, equipment, vehicles, whether owned, leased or used by SPS and wherever located. The work site of a seconded Employee is considered an extension of the SPS workplace, and therefore SPS premises.

“Supervisor” means a Team Leader, Manager, Staff Sergeant, Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity who is accountable for a particular area or shift on behalf of the SPS.

“Volunteer” means a person serving SPS who is not an Employee, Contractor, or Practicum Student as defined in this Policy, and includes those individuals serving on any board(s), commission(s) or committee(s) established by SPS.

“Workplace” means anywhere activities directly related to the business of SPS occur, including social events where there is potential for adverse effect on the workplace or any location travelled to for a work-related reason.

APPENDIX B: REFERENCES

Workers Compensation Act, R.S.B.C. 2019, c. 1

Workers Compensation Act: Occupational Health and Safety Regulation, B.C. Reg 296/97