

**REPORT ALL INJURIES**  
**PROMPTLY**



**NO MATTER**  
**HOW**  
**SLIGHT**

From your Unifor 2002 National Health and Safety Coordinator

Topic: **Why is it important to report even minor injuries?**

**All injuries need to be reported, no matter how small. Not only does it protect you, it also a requirement under the Canada Labour Code (CLC).**

You never know when something that seems minor in nature will develop into something more serious and can end up requiring treatment.

**Example based on a real workplace incident:**

- Worker removes work shoes to slip on winter boots.
- Wearing socks only, steps on toothpick embedded in carpet.
- Toothpick punctures skin and lodges itself in sole of foot.
- **First aid is administered.**
- All seems good.
- **Two (2) weeks later, an infection sets in.**
- Medical treatment requires surgery to treat infection and remove splinter.
- **Results in a time loss workplace injury of three (3) weeks.**

In addition, you should report everything that might potentially be covered under workers' compensation insurance – regardless of how minor the incident might have been. As per the example above, minor injuries can sometimes develop into more serious ones requiring medical treatment with time away from work.

**WorkSafeBC timelines:**

Employees may be eligible to receive WorkSafeBC benefits if a workplace injury requires medical attention and/or causes them to be absent from work:

- **If the employee loses time from work or seeks medical attention,** incidents and injuries must be reported using the [Safety Incident Reporting Portal \(Form 7\)](#) within 3 business days of either the occurrence of the incident or when you first became aware of the injury
- **If the employee does not seek medical attention and does not lose time from work,** complete the [Safety Incident Reporting Portal \(Form 7\)](#) and submit it using the classification 'first aid only. This will serve as a record should a claim be made at a later date.

In addition to legislated requirements, a culture of reporting all injuries, no matter how slight, is important because:

- Assists your workplace health and safety committee (WHSC) with their responsibilities in keeping a safe workplace.
- Identifies workplace hazards to be corrected or removed promptly.
- Allows corrective action plans to be developed using injury data.
- Reported incidents can help reduce the potential for more incidents to occur.
- Employers can identify the cause of what happened and then take any required steps to stop it from happening again.
- Preventing further accidents and injuries.

After the toothpick incident, the workplace health and safety committee (WHSC) conducted a joint investigation. Outcome:

- Joint investigation determines root cause of injury:
  - i) improper disposal of toothpick
  - ii) poor housekeeping
- WHSC provides recommendation of carpet deep cleaning on a regular schedule as mitigation for prevention of further occurrences.