

Resources

Accessing WorkSafeBC services

- Check worksafebc.com for regular updates and announcements.
- We provide services for workers and employers around the province, which includes helping employers prevent workplace injury, illness, and disease.
- **Prevention Information Line:**
1.888.621.7233 (1.888.621.SAFE)
- **Claims Call Centre/Teleclaim:**
1.888.967.5377 (1.888.WORKERS)
- **Registration/Insurance Assistance:** 1.888.922.2768

The screenshot shows the WorkSafeBC website homepage. At the top, there is a navigation bar with the WorkSafeBC logo, a search bar, and links for 'Contact Us' and 'Log in / Create an account'. Below the navigation bar is a large hero image of a smiling woman and man in a kitchen setting. A yellow banner across the image reads 'Communicable disease prevention' with a 'Read more' button. To the right of the hero image is a 'Popular links' section with five items: 'Report a workplace injury', 'View claim information', 'Search the OHS Regulation', 'Report payroll & pay premiums', and 'Get a clearance letter'. Below this is a section titled 'Find information and services by topic' with three columns: 'Health & Safety' (Requirements, hazards, equipment, industries, training and certification, investigations), 'Claims' (Start a claim, claim status, benefits and services, recovery and work resources), and 'Insurance' (Clearance letters, coverage, report payroll and pay premiums, account management). Below that is another section titled 'Find information and services for you' with five columns: 'Workers', 'Employers', 'Health & safety committee members', 'Health care providers', and 'Vocational rehabilitation providers'. Each column in this section has a small image and a title.

Resources and links - WorkSafeBC

Physician Registration and Coverage

- [Physician Guide to WorkSafeBC Registration and Insurance Coverage](#)

General Duties – legislative requirements

- [General Duties of Employers](#)
- [General Duties of Workers](#)
- [Coordination at Multiple-employer Workplaces](#)

- **Health and Safety Basics: requirements for small and med/large employers**
- [Joint Committees and Worker Representatives](#)
- [Employer Accident Reporting and Investigation](#)
- [Young or New Worker Orientation and Training](#)

Resources and links - WorkSafeBC

Claims Information

- [Form 6](#) [Form 7](#) [Form 8/11](#)
- [Claim Request for Review - Protest](#)

Bullying Harassment

- [Bullying and Harassment Policy](#)
- [Bullying Harassment Resource Page](#) (general information page with templates)
- Templates - [policy](#) , [reporting procedures](#), [sample worker checklist](#)

Prohibited Action

- [Prohibited action complaints - WorkSafeBC](#)

Violence Prevention

- [Violence Prevention Requirements](#)
- [Take Care: How to Develop and Implement a Workplace Violence Prevention Program | WorkSafeBC](#)
- [Domestic Violence Handbook for Employers](#)

Resources and links - WorkSafeBC

Blood and Body Fluid Exposures

- **WorkSafeBC:** [Biological Agents](#)
 - Safety Engineered Medical Devices (SEMDs)
 - Exposure Control Plans
- **WorkSafeBC:** [Controlling Exposure: Protecting Workers from Infectious Disease | WorkSafeBC](#)
- **BCCDC:** [Communicable disease control \(bccdc.ca\)](#)
 - Communicable Disease Control Blood and Body Fluid Exposure Management April 2021
- **PHSA:** PIC Net: [British-Columbia-Best-Practices-for-Environmental-Cleaning-for-Prevention-and-Control-of-Infections-in-All-Healthcare-Settings-and-Programs.pdf \(picnet.ca\)](#)
- **BC-CfE:** GUIDANCE FOR THE USE OF PEP_31March2020.docx (bccfe.ca)

Musculoskeletal Injuries (sprains, strains)

- **WorkSafeBC:** [Ergonomics \(MSI\) Requirements](#)

[Physician Health & Safety | Doctors of BC](#)

- Violence Prevention Guide for Community Clinics
- Memorandum of Agreement on Physical/Psychological Safety



BUSINESS PATHWAYS – WORKSAFEBBC HUMAN RESOURCE TOOLS.

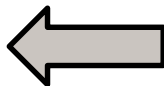
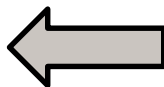
HUMAN RESOURCE TOOLKIT

Hiring Onboarding

Evaluating Performance Developing Skills

Fostering Culture

Ending employment
Coming Summer
2022



+ 1. Providing new employee with documentation.

- 2. Ensuring required policies are in place.

- Bullying and Harassment Policy as required by WorkSafeBC using [this template](#).
- More templates are available from WorkSafeBC on developing a [policy statement](#), [reporting structure](#), and [investigation procedures](#).
- Privacy Policy as required by regulations using [this template](#). See [Doctors of BC's Privacy Toolkit](#) for more information.
- Having other office policies in place can help set clear expectations for employees. Examples of sample office policies can be found [here](#).

+ 3. Training your staff on business processes and systems.

+ 4. Setting up payroll, taxes, and registrations.

- 1. Providing a safe workplace

- [WorkSafeBC](#) requires all employers to ensure a healthy and safe workplace for their employees.
- Reviewing the [Occupational Health and Safety info sheet](#) will help with understanding employer responsibilities.
- The following templates can help you plan for a safe workplace.
 - [First aid record](#)
 - [Hazard report](#)
 - [Workplace incident report](#)
 - [Workplace inspection checklist](#)

+ 2. Fostering a successful workplace culture

+ 3. Managing leaves of absence and leave requests

+ 4. Investing in human capital for retention

+ 5. Planning ahead to keep things running smoothly

QUESTIONS OR COMMENTS?

Holly Pastoral

hpastoral@doctorsofbc.ca

778-349-7193

Links to Attendance and Evaluation Forms

Please complete an attendance form in order to obtain CPD credits:

Link to Attendance Form: <https://forms.office.com/r/S1wCr0ar8C>

And an evaluation form to help us improve this program and develop future CPD:

Link to Evaluation Form: <https://forms.office.com/r/nxU3dPeqfE>



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