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
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
- **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 – WORKSAFEBC HUMAN RESOURCE TOOLS.
HUMAN RESOURCE TOOLKIT

1. Providing a safe workplace
   - WorkSafeBC needs 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

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.

Coming Summer 2022
QUESTIONS OR COMMENTS?

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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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