

## Reporting Injuries or Near Miss Incidents

Arkay workers are required to immediately report **injuries, near miss incidents and accidents** to the **Site CSO or 1<sup>st</sup> Aid**. Following reporting to site CSO or 1<sup>st</sup> Aid, Arkay workers are required to report the incident to the **Arkay Safety Coordinator** (see below).

Failure to report unsafe work areas, near miss incidents and injuries allows:

- A) Unsafe working conditions to continue, risking others,
- B) Delayed worker care, and
- C) Complications to the injury.

**Reporting injuries is a 2-step process, no exceptions!**

### Step 1.

Report to the Site CSO or 1<sup>st</sup> Aid immediately following the injury or near miss incident. **Ensure you get your own copy of the 1<sup>st</sup> aid and/or incident report.**

### Step 2.

Report the incident to the Arkay Safety Coordinator (see below). The best way to prevent future incidents from occurring is early notification of near miss incidents or injuries. Early notification allows Arkay Contracting to determine the root cause of the incident. In addition, documentation is a WorkSafeBC requirement.

**To report injuries or safety concerns contact:**

**Evangeline Blanchard**, Arkay Safety Coordinator

Phone: 778-710-7019

Email: [safety@arkaycontracting.com](mailto:safety@arkaycontracting.com)