

FIRST AID AND INCIDENT RECORD

Workplace Health and Safety | British Columbia

Important: When a worker is injured, providing appropriate first aid or medical care is always the first priority. Complete this record after the worker has received care. For life-threatening emergencies call 9-1-1 immediately. Serious incidents must be reported to WorkSafeBC.

Section 1 — Incident Information

Field	Information
Company / Business Name	
Worksite / Project Name	
Worksite Address	
Date of Incident	
Time of Incident	
Date This Record Was Completed	
Record Completed By	

Type of Incident (check all that apply)

<input type="checkbox"/> Injury to worker	<input type="checkbox"/> Near miss	<input type="checkbox"/> Property damage
<input type="checkbox"/> Equipment failure	<input type="checkbox"/> Exposure to hazardous material	<input type="checkbox"/> Other: _____

Section 2 — Injured or Involved Worker

Field	Information
Worker Name	
Position / Trade	
Length of Time in This Job / Trade	
Contact Information (phone)	
Was the worker new to this task?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 — Incident Description

Describe what happened in as much detail as possible. Include the sequence of events leading up to the incident.

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Where exactly did the incident occur?

What task was being performed at the time?

Were there any witnesses? (names and contact information)

Section 4 — Injury or Illness Details

Field	Information
Part of body affected	
Nature of injury or illness (e.g. cut, strain, burn, exposure)	
Severity (minor / moderate / serious)	
Did the worker require medical attention beyond first aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where was medical attention received?	

Section 5 — First Aid Treatment Provided

Record all first aid treatment provided at the time of the incident.

Treatment Provided	Provided By	Time
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Field	Information
Name of first aid attendant	
First aid attendant certification level	
Was the first aid kit restocked after use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Section 6 — WorkSafeBC Reporting

Reporting Requirements: Employers must report serious injuries, major structural failures, and dangerous incidents to WorkSafeBC immediately. Contact WorkSafeBC at 1-888-621-7233 or report online at worksafebc.com. Failure to report is an offence under the Workers Compensation Act.

Field	Information
Does this incident require reporting to WorkSafeBC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
If yes, date and time reported to WorkSafeBC	
WorkSafeBC claim or reference number (if applicable)	
Name of WorkSafeBC representative contacted (if applicable)	

Section 7 — Incident Investigation

Complete this section after the immediate response is handled. The goal is to understand what conditions caused the incident, not to assign blame.

Investigation Question	Response
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What were the direct causes of the incident? (unsafe conditions, actions, or equipment)	
Were there hazards that had not been identified or properly controlled beforehand?	
Were safe work procedures in place and being followed?	
Were workers properly trained for this task?	
Were there any warning signs or near misses prior to this incident?	
What contributing factors allowed this incident to occur?	

Section 8 — Corrective Actions

Record the actions that will be taken to prevent a similar incident from occurring. Assign responsibility and a target completion date for each action.

Corrective Action Required	Responsible Party	Target Date	Completed (✓ / Date)

Were any changes made to safe work procedures as a result of this incident?

Yes — describe below

No

Under review

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Section 9 — Sign-Off

By signing below, both parties confirm that this record is accurate and that corrective actions are being addressed.

Supervisor / Employer Name (print)

Worker Name (print)

Signature

Signature

Date

Date

Record Retention: Completed incident records must be kept on file as part of the company's health and safety program documentation. Retain for a minimum of three years. These records may be requested by WorkSafeBC and help demonstrate due diligence in managing workplace safety.