



June 13, 2019

Policy: What to do if you are injured at work

Steps to Take if you get Injured at Work;

1. Tell the manager on duty immediately. Dial "0" or (222 if emergency) to get the front desk to locate our first aid attendant and/or duty manager on duty.
2. First aid attendant and/or duty manager will assess the injury, apply first aid if needed and advise if you need to seek further medical treatment. If you need to go to a clinic or hospital, we will get you there and or take care of your cab fare.
3. First Aid Attendant and/or duty manager will complete a;

a) incident report

b) and a WCB report of injury

*If the first aid attendant filled out the form, they still need to get the duty manager to sign off on it.

4. The Manager that signed the incident report and WCB report will submit the report to Steve Nicholson's box at front desk. Steve or Deanna will notify you if they have any questions regarding your forms.

Important information

****Do not fill out an incident report online or at the dr's or hospital. You must fill it out with your manager and then hand the copy to Steve. The manager NEEDS TO KNOW of the incident.**

First aid kits are located at: hotel front desk, main kitchen, SW host stand, Rooftop host stand, Rooftop kitchen, LRS counter, janitorial closet, maintenance shop, Distrikt coat check and room attendant cubbies on every hotel floor.

The Defibrillator (AED), Oxygen and mobile First aid kit is located at the hotel front desk

Fire blankets are located at Distrikt coat check and below loft SW

Incident reports can be found in the duty manager's office or the hotel front desk.

Important:

The Worker's Compensation Board (WCB) only recognizes a medical doctor as being qualified to make recommendations for your recovery (massage, physiotherapy, surgery, time off from work, etc.) It is important that you see a doctor as soon as possible after you've been injured at work to establish the claim with WCB. Make sure your supervisor and / or manager is notified.

Failure to report these injuries to your manager will result in disciplinary action.