

PRACTICE EDUCATION STANDARD

SAFETY INCIDENT PREVENTION, RESPONSE & FOLLOW-UP

NOVEMBER 2025

Introduction

The British Columbia (BC) Practice Education Guidelines and Standards (PEGS) provide BC Health Care Organizations (HCOs) and BC Post-Secondary Institutions (PSIs) direction for working together to plan and direct Student Practice Education for all healthcare disciplines in BC. The PEGS apply to a broad range of disciplines in diverse organizational contexts across the province. Visit the BC Student Practice Education [website](#) to view the full complement of PEGS and related information.

*Note: Words or phrases in **bold** are defined in the online [PEGS Glossary](#) and capitalized throughout the document.*

Supporting Guidance

To support the implementation of the Safety Incident Prevention, Response & Follow-up **Standard**, this document outlines:

1. Strategies to ensure PSIs and HCOs have programs and processes in place to educate about and prevent physical **Safety Incidents** during a **Practice Education Placement**, including a process for incorporating **Students**, on-site **Faculty** and on-site **PSI Personnel** when fostering a **Health and Safety Culture**
2. Actions for PSIs, HCOs, Students, on-site Faculty and on-site PSI Personnel to take when responding to a physical Safety Incident during a Practice Education Placement
3. Process for HCOs and PSIs to report a physical Safety Incident within the Practice Education setting
4. Considerations for debriefing a physical Safety Incident and incorporating learnings within the Practice Education setting
5. Roles and responsibilities for HCOs, PSIs, Students, on-site Faculty and on-site PSI Personnel related to preventing, responding, reporting and following up on a physical Safety Incident during a Practice Education Placement

STANDARD

All parties involved in Practice Education (Students, on-site Faculty, on-site PSI Personnel, HCO Staff, HCO Preceptors, Contractors / Vendors) have a role in promoting a Health and Safety Culture.

HCOs must have control measures in place to reduce the risk of a Safety Incident in the Practice Education setting.

PSIs must have appropriate insurance coverage for Students, on-site Faculty and on-site PSI Personnel while taking part in a Practice Education Placement, as per the Education Affiliation Agreement.

Students, on-site Faculty and on-site PSI Personnel must promptly report any Safety Incident by following both PSI and HCO protocols and completing all relevant documentation. The PSI leads any investigation of a Safety Incident involving a Student, on-site Faculty member or on-site PSI Personnel.

See [PEGS: Respectful Practice Education Experiences](#) for guidance on responding to and reporting harmful, unprofessional or **Disrespectful Behaviour**, including Safety Incidents involving **Racism, Discrimination, Bullying and Harassment** or **Sexual Harassment** within the Practice Education setting.

Overview

Within Practice Education settings in health care, the potential for a physical Safety Incident, related to either **Patients**, Students, on-site Faculty or on-site PSI Personnel, is significant (Canadian Institute for Health Information, 2024; WorkSafeBC, 2023). A Safety Incident encompasses any occurrence, condition, situation or accident which resulted in or had the potential for causing injuries, illnesses, damage to health, or fatalities (Canadian Centre for Occupational Health and Safety, 2025; WorkSafeBC, 2022).

Reducing the likelihood of a physical Safety Incident within the Practice Education setting requires a coordinated effort between PSIs, HCOs, Students, on-site Faculty, HCO Preceptors and on-site PSI Personnel. This coordination should be evident throughout the prevention of, and response and follow-up to Safety Incidents in the Practice Education setting (Figure 1) (Canadian Centre for Occupational Health and Safety, 2024; Healthcare Excellence Canada, 2025).

Figure 1. Practice Education Safety Incident Prevention and Response Framework



Note. Adapted from Canadian Centre for Occupational Health and Safety (2024), Healthcare Excellence Canada (2025)

For additional information regarding the prevention, screening and monitoring of Communicable Diseases, see [PEGS: Preventing, Screening and Monitoring of Communicable Diseases](#).

Safety Incident Education and Prevention

Providing necessary education, maintaining a Health and Safety Culture, establishing workplace health and safety control measures, and ensuring applicable insurance coverage collectively form the foundation for reducing the likelihood of Safety Incidents in the Practice Education setting.

Health and Safety Education

PSIs must provide education to Students and on-site Faculty on basic workplace health and safety practices (see [PEGS: Orientation](#)). Further, PSIs must take reasonable steps to ensure Students and on-site Faculty

comply with all **Health and Safety Standards**. HCOs must provide Students, on-site Faculty and on-site PSI Personnel with organization- and site-specific health and safety practice education.

Health and Safety Culture

All parties involved in Practice Education have a role in promoting **Patient Safety** and an overall Health and Safety Culture within the Practice Education setting by (WorkSafeBC, 2025b):

- Following safe work practices
- Identifying and reporting any risks for a Safety Incident
- Taking action to prevent harm

HCOs welcome the reporting of Safety Incidents by Students, on-site Faculty or on-site PSI Personnel and use the information for quality improvement, **Incident Analysis** and learning.

Health and Safety Control Measures

HCOs must have control measures in place to reduce the likelihood of a physical Safety Incident in the Practice Education setting such as an occupational health and safety program, infection prevention and control practices and precautions, and a workplace violence prevention program (Qmentum Global, 2024; WorkSafeBC, 2025c).

Insurance Coverage

HCO coverage for ‘work-related’ illness and injury, third party liability, and/or malpractice and professional liability insurance does not apply to Students in a Practice Education Placement (*see Educational Institution Affiliation Agreement [template](#)*).

Workers Compensation Coverage

PSIs must have ‘work-related’ illness and injury coverage under the [Workers Compensation Act](#) (BC), or equivalent coverage, for Students, on-site Faculty and on-site PSI Personnel while taking part in a Practice Education Placement (such as WorkSafeBC work-related injury or disease coverage; University, College and Institute Protection Program [UCIPP] accidental death and dismemberment coverage) (British Columbia Health Care Protection Program [HCPP], 2025). Students of public PSIs in BC are considered employees of the Crown, and thus receive WorkSafeBC coverage through their PSI (Ministry of Post-Secondary Education and Future Skills, 2024).

It is the responsibility of the PSI to advise out-of-province/out-of-country Students to obtain their own medical, accident and hospital expense insurance (commonly known as Visitors to Canada Insurance) while participating in a Practice Education Placement within BC (HCPP, 2025).

Liability Insurance

PSIs must maintain third party liability insurance coverage including malpractice and/or professional liability insurance for Students, on-site Faculty and on-site PSI Personnel as required by the HCO (*see Educational Institution Affiliation Agreement [template](#)*) (HCPP, 2025). If PSI insurance coverage does not extend to

Students, the PSI must advise Students to obtain the required liability coverage including comprehensive third party liability, medical malpractice and/or professional liability insurance (see *Educational Institutional Affiliation Agreement [template](#)*) (HCPP, 2025). The PSI is responsible for providing proof of a Student's insurance coverage before a Placement can begin (HCPP, 2025).

Contractors / Vendors who supervise Students within or on behalf of the HCO for any portion of the **Practice Education Placement** must maintain third party liability coverage that includes Students as agents of the Contractor / Vendor (such as commercial general liability or automobile liability) (see *[PEGS: Contractor / Vendor Practice Education Placements](#)*).

Student, On-site Faculty or On-site PSI Personnel Safety Incidents

Within the Practice Education setting, **Student, On-site Faculty or On-site PSI Personnel Safety Incidents** could involve Students, on-site Faculty, on-site PSI Personnel, HCO Staff, and/or Preceptors and could occur across a range of settings and situations (e.g., slips, trips and falls; injury from work-place violence; **Exposure** to a **Hazardous Substance**, bloodborne pathogens or **Communicable Diseases**; see Figure 1).

Figure 1. Potential Physical Safety Incident Sources within the Practice Education Setting



Response

In the event a Student, on-site Faculty member or on-site PSI Personnel witness or experience a Student, On-site Faculty or On-site PSI Personnel Safety Incident at an HCO, they must follow the guidance of the HCO's workplace health and safety program, occupational health nurse or infection prevention and control practitioner. See [Appendix A](#) for the process of responding to and reporting a Student, On-site Faculty or On-site PSI Personnel Safety Incident.

Health Care

For a Student, On-site Faculty or On-site PSI Personnel Safety Incident that results in an **Injury** or **Exposure** requiring immediate first aid, the HCO must provide care, as appropriate. The PSI is responsible for any subsequent medical care, as needed.

Placement Delays

If a Student is unable to participate in the Practice Education Placement for an extended period of time due to a Student, On-site Faculty or On-site PSI Personnel Safety Incident during the Practice Education experience, PSIs and HCOs should follow regular processes for making necessary Practice Education Placement adjustments, as per the provincial Student Practice Education policy (Ministry of Health and Ministry of Post-Secondary Education and Future Skills, 2025).

Reporting

Students, on-site Faculty and on-site PSI Personnel who witness, discover, are involved in or responsible for any Student, On-site Faculty or On-site PSI Personnel Safety Incident that could have resulted, or did result, in unnecessary harm while in an HCO Practice Education setting must promptly report the Incident by following both PSI and HCO protocols:

- Students and on-site PSI Personnel: contact on-site Faculty member, HCO Preceptor or HCO Staff responsible for the Practice Education area; follow PSI reporting process
- On-site Faculty: use HCO process for reporting Safety Incidents or safety **Hazards**, including those identified through Student reports; follow PSI reporting process
- Complete all relevant documentation, such as:
 - [Appendix A](#): Process of responding to and reporting a Student, On-site Faculty or On-site PSI Personnel Safety Incident
 - [Appendix B](#): Guidelines for Completing Worker's Incident and Injury Report (Form 6) for Students
 - [Appendix C](#): Guidelines for Completing HLTH 2339 Form for Students

Note: PSIs and HCOs may use other forms and processes for WorkSafeBC or private insurance reporting.

HCO Preceptors and Staff who receive a report of a Safety Incident involving a Student, on-site Faculty or on-site PSI Personnel must use the HCO occupational health and safety process for reporting the incident. The PSI leads the investigation and reporting for any Student, On-site Faculty or On-site PSI Personnel Safety Incident.

Patient Safety Incidents

Response & Reporting

Students, on-site Faculty and on-site PSI Personnel who witness, discover, are involved in or responsible for any **Patient Safety Incident** that could have resulted, or did result, in unnecessary harm to a Patient must:

- Take action to intervene, if necessary and it is safe to do so
- Promptly report the Incident
 - Students and on-site PSI Personnel: contact on-site Faculty, HCO Preceptor or HCO Staff responsible for the Practice Education area; follow PSI reporting process if Student or on-site PSI Personnel are involved in the Patient Safety Incident
 - On-site Faculty: use HCO process for reporting Patient Safety Incidents, including those identified through Student or on-site PSI Personnel reports; follow PSI reporting process if Patient Safety Incident also involves a Student or on-site PSI Personnel

HCO Preceptors and Staff who receive a report of a Patient Safety Incident from Students, on-site Faculty or on-site PSI Personnel must use the HCO process (such as the BC Patient Safety Learning System [BC PSLs] or

HAÍĆÍSTA Incident Reporting and management system) for reporting the Incident. Students with HCO network access can also report a Patient Safety Incident or Hazard directly into the BC PSLS.

Debrief and Follow-up

Students, on-site Faculty and/or on-site PSI Personnel should take part in the follow-up debriefing of a Safety Incident and Incident Analysis by the HCO when appropriate and invited to do so. For Student, On-site Faculty or On-site PSI Personnel Safety Incidents, the debriefing and relevant corrective actions must be included in the PSI report.

HCOs, PSIs, Students, on-site Faculty and on-site PSI Personnel must protect the privacy and confidentiality of information related to Safety Incidents (see [PEGS: Privacy and Confidentiality](#)).

HCOs and PSIs should gather and apply lessons learned from any Safety Incident to improve the safety and quality of Patient care and Student Practice Education in health care settings.

Non-compliance with Health and Safety Standards

HCOs have the authority to suspend a Placement or not permit a Student, on-site Faculty member or on-site PSI Personnel in the Practice Education setting either temporarily (pending investigation) or permanently where the HCO or PSI has identified a Student, on-site Faculty member or on-site PSI Personnel failed to comply with Health and Safety Standards (see *Educational Institution Affiliation Agreement [template](#)*) (HCPP, 2025).

If the PSI identifies a Student, on-site Faculty member or on-site PSI Personnel who pose or could pose a health and safety risk to HCO Patients, Staff or Preceptors, or members of the public, the PSI must immediately advise the HCO. If necessary to protect others, the PSI can suspend the participation of the Student, on-site Faculty member or on-site PSI Personnel in the education program (see *Educational Institution Affiliation Agreement [template](#); [PEGS: Student Practice Issue](#)*) (HCPP, 2025).

The PSI must immediately report to the HCO any Safety Incident taking place within the HCO involving its Students, on-site Faculty or on-site PSI Personnel that causes or compromises the health and safety of HCO Patients or Staff, or members of the public, including breaches of the Health and Safety Standards (see *Education Affiliation Agreement [template](#)*) (HCPP, 2025).

Roles and Responsibilities

Students, HCO Staff and Preceptors, on-site Faculty, PSIs and HCOs have the following roles and responsibilities related to a Safety Incident during Practice Education Placements:

 Health Care Organizations	 Post-Secondary Institutions	 Students / On-site PSI Personnel	 HCO Staff / On-site Faculty
TRAINING and PREVENTION			
✓ Confirm the PSI has appropriate insurance coverage under the Workers Compensation Act, or equivalent coverage, for Students, on-site Faculty and on-site PSI Personnel ✓ Ensure out of province/country Students, on-site Faculty and on-site PSI Personnel sign a waiver/release form confirming that the HCO assumes no liability for injuries sustained by the Student, on-site Faculty or on-site PSI Personnel during the Practice Education Placement and that the HCO will not be held responsible for such Injuries ✓ Ensure control measures and safe work procedures are in place to reduce the likelihood of a Safety Incident such as an occupational health and safety program and infection prevention and control practices and precautions	✓ Maintain appropriate insurance coverage for Students, on-site Faculty and on-site PSI Personnel while taking part in a Practice Education Placement ✓ Advise out-of-province or out-of-country Students to obtain their own medical or accident insurance before the beginning of the Practice Education Placement ✓ Establish and communicate organizational policies and supporting documentation for Practice Education-related: ○ Accidental Injury, illness and/or Exposure to Students, on-site Faculty and on-site PSI Personnel ○ Safe work practices, Patient Safety and reporting Safety Incidents ✓ Contact HCO when questions arise from Students, on-site Faculty and	✓ Obtain medical or accident insurance when attending a Practice Education Placement from outside of BC or Canada ✓ Complete relevant HCO Orientation modules, certifications and/or learning activities related to workplace health and safety practices (see PEGS: Orientation) ✓ Follow Health and Safety Standards for preventing Safety Incidents ✓ Correctly use Routine Practices including Personal Protective Equipment and safety engineered sharps when there is a potential for an Exposure to Hazardous Substances, such as bloodborne pathogens (see PEGS: Preventing, Screening and Monitoring of Communicable Diseases)	✓ Create and sustain a supportive learning environment where Students feel safe to express their learning needs and limitations ✓ Foster a Health and Safety Culture where the Student feels welcome to examine systems and factors affecting safety, identify potential risks and take action as needed ✓ Complete relevant HCO Orientation modules, certifications and/or learning activities related to workplace health and safety practices (see PEGS: Orientation) ✓ Follow Health and Safety Standards for preventing Safety Incidents ✓ Correctly use Routine Practices including Personal Protective Equipment and safety engineered sharps when there is a potential for an Exposure to

 Health Care Organizations	 Post-Secondary Institutions	 Students / On-site PSI Personnel	 HCO Staff / On-site Faculty
✓ Establish and communicate organizational policies and supporting documentation for Patient and workplace safety, and managing and reporting Patient-, Student-, on-site Faculty- or on-site PSI Personnel-related Safety Incidents ✓ Provide Students, on-site Faculty and on-site PSI Personnel with information on the processes for Safety Incident reporting as part of Orientation to the Practice Education setting (see PEGS: Orientation) ✓ Provide Students, on-site Faculty and on-site PSI Personnel with necessary safety equipment and supplies to reduce the likelihood of a Safety Incident and minimize the severity of the Safety Incident if one does occur ✓ Consult with relevant HCO departments when questions arise from PSIs about processes and practices related to a Safety Incident ✓ Alert PSIs to any: ○ Practices or activities by Students, on-site Faculty or on-site PSI Personnel within the Practice Education setting	on-site PSI Personnel about processes and practices related to Safety Incidents ✓ Inform HCO of Students', on-site Faculty's or on-site PSI Personnel's expressed concerns regarding any practices or activities taking place within the HCO causing or could potentially cause harm, including, but not limited to, breaches of Health and Safety Standards	✓ Take action to prevent Safety Incidents and intervene as necessary if it can be done safely ✓ Promptly report any witnessed, discovered or involvement in a Safety Incident to on-site Faculty, HCO Preceptor or Staff and PSI	Hazardous Substances, such as bloodborne pathogens (see PEGS: Preventing, Screening and Monitoring of Communicable Diseases) ✓ Take action to prevent Safety Incidents and intervene as necessary if it can be done safely ✓ Follow HCO and/or PSI protocols for patient- and work-related Safety Incidents ✓ Promptly report any witnessed, discovered or involvement in a Safety Incident using HCO Safety Incident Reporting process ✓ Support and guide the Student through the Student Safety Incident response and reporting process (see Appendix A)

 Health Care Organizations	 Post-Secondary Institutions	 Students / On-site PSI Personnel	 HCO Staff / On-site Faculty
that could potentially cause harm ○ Trends related to Student-, on-site Faculty- or on-site PSI Personnel-involved Safety Incidents			
RESPONSE			
✓ Do not share any Personal Information from Safety Incident, except as required for reporting and regulatory compliance ✓ When sharing Safety Incident details with key Interest Holders and regulatory bodies as required, remove all Personal Information from communication and documentation about Safety Incidents ✓ If there could be a significant delay in the Practice Education experience due to a Safety Incident, work with PSI to determine the best approach to fulfilling the commitment for the Practice Education Placement Student, On-site Faculty or On-site PSI Personnel Safety Incidents ✓ Follow the response guide as outlined in Appendix A	✓ Do not share any Personal Information from Safety Incident, except as required for reporting and regulatory compliance ✓ When sharing Safety Incident details with key Interest Holders and regulatory bodies as required, remove all Personal Information from communication and documentation about Safety Incidents ✓ If there could be a significant delay in the Practice Education experience due to a Safety Incident, work with HCO to determine the best approach to fulfilling the commitment for the Practice Education Placement Student, On-site Faculty or On-site PSI Personnel Safety Incidents ✓ Follow the response guide as outlined in Appendix A	✓ Treat all communication and documentation about Safety Incidents as Confidential Patient Safety Incidents ✓ Take action to intervene, if necessary and safe to do so Student, On-site Faculty or On-site PSI Personnel Safety Incidents ✓ Follow the response guide as outlined in Appendix A	✓ Treat all communication and documentation about the Safety Incident as Confidential Patient Safety Incidents ✓ Take action to intervene, if necessary and safe to do so Student, On-site Faculty or On-site PSI Personnel Safety Incidents ✓ Follow the response guide as outlined in Appendix A

 Health Care Organizations	 Post-Secondary Institutions	 Students / On-site PSI Personnel	 HCO Staff / On-site Faculty
REPORT			
Patient Safety Incidents ✓ Use HCO processes (such as the BC Patient Safety Learning System [BCPSLS] or HAŃĆİSTA Incident Reporting and management system) for reporting the Patient Safety Incident Student, On-site Faculty or On-site PSI Personnel Safety Incidents ✓ In the event of a Student, On-site Faculty or On-site PSI Personnel Safety Incident, support PSI in completing incident investigation, as appropriate ✓ Provide on-site Faculty with access to the HCO Incident Reporting system, as appropriate ✓ Involve the PSI, Student, on-site Faculty and/or on-site PSI Personnel in the Incident Analysis, as appropriate ✓ Include Student, on-site Faculty and on-site PSI Personnel Safety Incidents in overall data analysis and reporting of Safety Incidents	Student, On-site Faculty or On-site PSI Personnel Safety Incidents ✓ In the event of a Student, On-site Faculty or On-site PSI Personnel Safety Incident, lead investigation and reporting, ensuring all relevant documentation is completed and sent (e.g., WorkSafeBC or equivalent insurer, and student health or equivalent services)	✓ Follow HCO and PSI policies, guidelines and processes for recording and reporting Safety Incidents	✓ Promptly report Safety Incidents according to the HCO and PSI policies, guidelines and processes, including when a Student or oneself is directly involved in a Safety Incident ✓ Involve the Student in the HCO and PSI Safety Incident Reporting processes, as applicable ✓ Inform the Practice Education setting manager of the Safety Incident, any resulting Patient harm or Student, on-site Faculty or on-site PSI Personnel Injury or Exposure, and actions taken Patient Safety Incident ✓ Disclose the Incident to the Patient as appropriate and according to HCO policy ✓ Review relevant Student documentation, including in the HCO Patient's Health Record, to ensure it is accurate and complete (see PEGS: Documentation by Students)

 Health Care Organizations	 Post-Secondary Institutions	 Students / On-site PSI Personnel	 HCO Staff / On-site Faculty
DEBRIEF & FOLLOW-UP			
✓ Take corrective actions to prevent further Safety Incidents where appropriate	Student, On-site Faculty or On-site PSI Personnel Safety Incidents ✓ Maintain and monitor a record of reported Student, On-site Faculty and On-site PSI Personnel Safety Incidents ✓ Investigate and analyze reported incidents ✓ Analyze trends and practices for opportunities to improve the education program ✓ Plan and implement corrective action to prevent similar Incidents in the future ✓ Alert the HCO to any safety Hazards or practices made aware of through Practice Education Placements or through any follow-up of reported Incidents	✓ Take part in follow-up debriefing and Incident Analysis, as needed	✓ Take part in any follow-up and Incident Analysis by the HCO and/or PSI as needed ✓ Debrief the Incident with the Student and on-site PSI Personnel, as appropriate

Additional Resources

- [WorkSafeBC Health and Safety](#)
 - [Conducting and Employer Investigation](#)
 - [Enhancing a Health & Safety Culture & Performance](#)
 - [Report a Workplace Injury or Disease](#)
- [Education Affiliation Agreement Template](#)

Related BC Practice Education Guidelines and Standards

Related PEGS can be found on the BC Student Practice Education website, under [Policy & Guidelines](#):

- Contractor / Vendor Practice Education Placements
- Documentation by Students
- Orientation
- Preventing, Screening and Monitoring of Communicable Diseases
- Privacy and Confidentiality
- Respectful Practice Education Experiences
- Student Practice Issue

Definitions

Please visit the BC Student Practice [website](#) for the [PEGS Glossary](#).

References

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Appendix A. Student, On-site Faculty or On-site PSI Personnel Physical Safety Incident Response

		INJURY (e.g., workplace violence injury, injury from slips, trips or falls)	EXPOSURE		
			Communicable Disease Exposure ¹	Blood and Body Fluid Exposure (e.g., needle sticks)	Hazardous Substance Exposure
IMMEDIATELY	Step 1	<u>Injured or Exposed Individual (e.g., Student, on-site Faculty, PSI Personnel):</u> Follow HCO protocol for: - Stopping activity causing Injury or Exposure and/or removing or moving away from source of Safety Incident - Cleaning the Exposed and/or Injured area based on nature of Safety Incident <u>HCO:</u> - Assess the safety and likelihood of Injury and Exposure to Patients, Staff and public - Provide direction to the Injured or Exposed Communicable Disease Exposure: Alert any Students, on-site Faculty or on-site PSI Personnel who may have been exposed Blood and Body Fluid Exposure: Identify organization's response for a bloodborne pathogen exposure (e.g., Response Packet which includes necessary reporting forms) and obtain the source individual's serology			
	Step 2	<u>Injured or Exposed Individual (e.g., Student, on-site Faculty, PSI Personnel):</u> - Seek first aid and/or emergency department medical care, if needed, according to HCO and PSI protocols Blood and Body Fluid Exposure: Visit emergency department within 2 hours of Safety Incident. Identify self as both an Exposed health care worker and as a Student, on-site Faculty or a PSI or on-site PSI Personnel to emergency personnel. Follow treatment instructions by emergency department care provider. <u>HCO Preceptor or On-site Faculty (if Student or on-site PSI Personnel is injured/exposed individual):</u> Blood and Body Fluid Exposure: Ensure Student (or on-site PSI Personnel, as applicable) has copies of HLTH 2339 form (see Appendix C) when visiting the emergency department <u>HCO:</u> Provide first aid and Emergency Department medical care to the Injured or Exposed, as needed			

		INJURY (e.g., workplace violence injury, injury from slips, trips or falls)	EXPOSURE		
			Communicable Disease Exposure ¹	Blood and Body Fluid Exposure (e.g., needle sticks)	Hazardous Substance Exposure
	Step 3	<u>Injured or Exposed Individual (e.g., Student, on-site Faculty, PSI Personnel):</u> Promptly report Safety Incident to on-site Faculty and/or HCO Preceptor (<i>Students and on-site PSI Personnel only</i>) and person in charge of the Practice Education setting (<i>Students, on-site Faculty and on-site PSI Personnel</i>) - Use the PSI process for recording and reporting 'work-related' Injuries Blood and Body Fluid Exposure: complete relevant blood and fluid exposure form(s) with help from the on-site Faculty and/or HCO Preceptor, as needed (see Appendix A and Appendix B as example forms; PSIs may use internal processes and forms for reporting) <u>HCO:</u> Blood and Body Fluid Exposure: Distribute copies of forms and test results accordingly. Do not release Source lab results information to PSI, the Student, on-site Faculty member or on-site PSI Personnel Serious Incidents and Fatalities²: Report to WorkSafeBC immediately following any serious incident or fatality involving a Student, on-site Faculty member or on-site PSI Personnel			
WITHIN 48 HRS	Step 4	<u>PSI & HCO:</u> PSI leads Student- or on-site PSI Personnel-related Safety Incident investigation and report. HCOs to support preliminary investigation and Safety Incident report (WorkSafeBC, 2025a)			
	Step 5	<u>Injured or Exposed Individual (e.g., Student, on-site Faculty, PSI Personnel):</u> Seek medical attention from family doctor, nurse practitioner or other health care professional, if needed			
WITHIN 30 DAYS	Step 6	<u>Injured or Exposed Individual (e.g., Student, on-site Faculty, PSI Personnel):</u> Take part in the HCO Safety Incident Reporting process with or under the direction of the on-site Faculty or HCO Preceptor, as needed <u>HCO Preceptor or On-site Faculty (if Student is injured/exposed individual):</u> Complete any necessary PSI reporting requirements <u>PSI:</u> PSI leads WorkSafeBC reporting requirements for Student-, on-site Faculty- or PSI Personnel-related Safety Incidents, including completing relevant WorkSafeBC or other insurer report for Safety Incident			
	Step 7	<u>Students, On-site Faculty & PSI Personnel:</u> Take part in Safety Incident follow-up debriefing and Incident Analysis, as needed <u>HCO & PSI:</u> Apply Safety Incident learnings into Safety prevention education and Health and Safety Culture			

Notes. ¹ **Communicable Disease** Exposure and Monitoring: In the event a Student, on-site Faculty or on-site PSI Personnel are exposed to a Communicable Disease at an HCO, follow the guidance of the HCO's Communicable Disease unit. If the Exposure occurs at a PSI, please contact your regional health authority's Communicable Disease team for guidance. Regional health authority Communicable Disease teams direct contact investigations in their geographic areas.

² All [serious incidents and fatalities](#) involving Students, on-site Faculty or on-site PSI Personnel must be immediately reported to WorkSafeBC, such as serious injury to or death, major release of a hazardous substance, fire or explosion that had a potential for causing serious injury, dangerous incident involving explosives.

Appendix B. Guidelines for Completing Worker's Incident and Injury Report (Form6) for Students



QR code is for internal use

Application for Compensation and Report of Injury or Occupational Disease

Reset



For your convenience, WorkSafeBC offers three options for reporting a work-related injury and filing a claim:

- 1. Call our Teleclaim Centre** — The fastest and easiest way to report an injury and file a TIME-LOSS CLAIM is to call us at **1.888.WORKERS** (1.888.967.5377). One of our knowledgeable representatives will take your information over the phone, explain the process, and refer you to services to aid with your recovery and return to work. Teleclaim is available Monday to Friday, from 8 a.m. to 6 p.m.
- 2. Report your injury online** — Go to worksafebc.com and select "Report a workplace injury" to input your information. You can submit your report online and, once submitted, you can follow the status of your claim online.
- 3. Submit the paper form** — Clearly **PRINT** your information on the form below, sign it, and submit it by fax or mail.
FAX: 604.233.9777 in Greater Vancouver, or toll-free within BC at 1.888.922.8807
MAIL: WorkSafeBC, PO Box 4700 Stn Terminal, Vancouver BC V6B 1J1

For assistance, please call:

- A. Claims Call Centre** at 604.231.8888 or toll-free throughout Canada at 1.888.967.5377, Monday–Friday, 8 a.m. to 6 p.m.
- B. The BC Legislature** provides impartial advisers on all workers' compensation matters. The Workers' Advisers Office is independent and separate from WorkSafeBC and provides free advice and assistance to help injured workers who dispute WorkSafeBC decisions.
Phone: 604.335.5931
Toll-free: 1.800.663.4261
Website: gov.bc.ca/workersadvisers

Information about you

WorkSafeBC claim number (if known)		Customer care number (if known)	
Worker's last name		First name	Middle initial
Preferred first name		Gender ☐ M ☐ F	
Date of birth (yyyy-mm-dd)	Personal health number (BC Services Card/CareCard)	Social insurance number	
Address line 1		Address line 2	
City	Province/state	Country (if not Canada)	Postal or ZIP code
Home phone number (please include area code)	Business phone number (please include area code)	Business extension	
Do you need an interpreter? ☐ Yes ☐ No	PSI and Program name (not HCO or worksite name)	is your dominant hand? ☐ Left ☐ Right	Height Weight

Information about your employer

Employer's organization name			
Type of business (if known)		Operating location (if known)	
Address line 1		Address line 2	
City	Province/state	Country	Primary person within PSI to contact about claim
Employer's contact last name	First name	Employer's phone number (please include area code)	Extension

Information about your employment

1. What is your occupation?	2. Have you been employed by this employer for more than 12 months? ☐ Yes ☐ No	3. If yes, start date (yyyy-mm-dd)
Enter "Student discipline"		

Note: PSIs may use other processes and forms for WorkSafeBC or private insurance reporting.

Appendix C. Guidelines for Completing HLTH 2339 Form for Students



BRITISH
COLUMBIA

Ministry of
Health

Management of Percutaneous or Permucosal Exposure to Blood and Body Fluid/ Laboratory Requisition

NOTE: If exposed and/or source person(s) choose non-nominal HIV testing, identify only by initials, sex, and date of birth. Refer to back of form for guidelines for obtaining informed consent.

Exposed Person Information

SURNAME		FIRST NAME		GENDER	PHN	DATE OF BIRTH (YYYY / MM / DD)
ADDRESS		CITY/TOWN		WORK PHONE NUMBER		
DATE & TIME OF EXPOSURE		PREVIOUSLY RECEIVED HEPATITIS B VACCINE?		SEROCONVERSION?		
WAS THIS AN OCCUPATIONAL EXPOSURE?		IF YES, SPECIFY OCCUPATION		INDUSTRY		JOB ACTIVITY AT
EMPLOYER'S NAME		EMPLOYER'S PHONE NUMBER		DATE BLOOD COLLECTED (YYYY / MM / DD)		

PSI and Program name (not HCO or worksite name)

Enter "Student discipline"

PSI's or PSI Educator's phone number

Exposure Information

TYPE OF BODY FLUID	PLACE OF EXPOSURE (CITY/TOWN)	(E.G. BEACH, PARK, HOSPITAL)	TYPE OF EXPOSURE	YES	NO	UNKNOWN
			1. ☐ PERCUTANEOUS			
			2. ☐ PERMUCOSAL			
			3. ☐ SEXUAL			
			4. ☐ NON-INTACT SKIN			
BODY SITE WHERE EXPOSURE OCCURRED			TYPE OF INSTRUMENT	IF PERCUTANEOUS EXPOSURE, WAS:		
				BLOOD VISIBLE ON INSTRUMENT? ☐ YES ☐ NO ☐ UNKNOWN		
				INSTRUMENT RECENTLY IN SOURCE'S ARTERY OR VEIN? ☐ YES ☐ NO ☐ UNKNOWN		

Source Person (source of blood or body fluid to which the exposed person was exposed)

KNOWN?	GENDER	SURNAME	GIVEN NAME	DATE OF BIRTH (YYYY / MM / DD)	PHN
☐ YES ☐ NO	☐ M ☐ F				
INFECTIOUS STATUS OF SOURCE		KNOWN MEMBER OF A HIGHER RISK GROUP FOR:		DATE BLOOD COLLECTED (YYYY / MM / DD)	
HIV+	☐ YES ☐ NO ☐ UNKNOWN	HIV	☐ YES ☐ NO		
HBsAg+	☐ YES ☐ NO ☐ UNKNOWN	HBV	☐ YES ☐ NO		
HCV+	☐ YES ☐ NO ☐ UNKNOWN	HCV	☐ YES ☐ NO		

Exposed Person Management - The Exposed Person Was Given:

HBIG	HEPATITIS B VACCINE	POST EXPOSURE TETANUS BOOSTER	TETANUS IMMUNE GLOBULIN	ANTIRETROVIRAL STARTER KIT	TIME STARTED
YYYY MM DD	YYYY MM DD	YYYY MM DD	YYYY MM DD	YYYY MM DD	

Blood Testing (HBsAg, Anti-HBs, Anti-HBc Total, Anti-HBc IgG)

LAB RESULTS TO BE FAXED/PHONED TO:		PHONE #	MSC #
SOURCE PERSON	☐ SOURCE PERSON'S FOLLOW-UP PHYSICIAN:	PHONE #	MSC #
	☐ EXPOSED PERSON'S FOLLOW-UP PHYSICIAN:	PHONE #	MSC #
	☐ EXPOSED PERSON'S WORKSITE OCC HEALTH:	PHONE #	MSC #
EXPOSED PERSON	☐ EXPOSED PERSON'S FOLLOW-UP PHYSICIAN:	PHONE #	MSC #
	☐ EXPOSED PERSON'S WORKSITE OCC HEALTH:	PHONE #	MSC #

Enter Student's primary care provider

Enter PSI student health services (if applicable)

Distribution of copies:

HLTH 2339 [Management of Percutaneous or Permucosal Exposure to Blood and Body Fluid/Laboratory Requisition \(Ministry of Health, Rev. 2016/06/27\)](#)

HLTH 2340 [Management of Percutaneous or Permucosal Exposure to Blood & Body Fluid: Letter for Follow-Up Physician \(Ministry of Health, Rev. 2016/06/27\)](#)

To Student

PG 3/PINK copy

WHITE copy

Document Review and Revisions

Effective Date	November 2025			
First Released	March 2007			
Last Revised	March 2021			
Approved By	Provincial Student Practice Education Coordinating Committee (PSPECC)			
Owner	PHSA			
Revision History	Version	Date	Description/Key Changes	Revised by
	1.0	MAR 2007	Document created	BC Academic Health Council's Practice Education Committee
	2.0	MAR 2013	Separate from injury & exposure guideline from adverse event reporting; refined content to align with title of response and reporting; updated content/process; references updated, including PSI policies for injury reporting	BC Academic Health Council's Practice Education Committee Guidelines Working Group
	3.0	MAR 2021	Updated definitions and references; updated information to align with Canadian Patient Safety Institute; expanded to include all types of hazardous substance exposures (and not limited to BBF) and expectation of insurance coverage and measures to prevent injury and/or exposure; linked to other related PEGs, added WorkSafeBC form example; updated guidelines to be broader than just applying to Health Authorities; expanded context to better reflect process for workplace safety hazards response and reporting	PHSA, in consultation with: • KPU • Fraser Health Authority, Providence Occupational & Health Safety • Ministry of Health (Allied Health Policy Secretariat and Nursing Policy Secretariat) • Ministry of Advanced Education, Skills and Training (Health Education Reference Committee) • Health Authority Practice Education Committee
	4.0	NOV 2025	Merged <i>Injury and Exposure During Practice Education Placement</i> and <i>Safety/Event Incident Reporting</i> Student Practice Guidelines Updated references and links; converted to new format; restructured content to differentiate between patient and student/on-site faculty safety incident response and reporting; updated Appendix B WorkSafeBC Form 6; updated content/responding and reporting processes; included response to exposure from communicable disease and injury from workplace violence	PHSA, in consultation with BC's Student Practice Education Network ¹ and the following subject matter experts: • Occupational Health and Safety Strategy and Oversight Committee for BC Health Authorities

			incident; added in considerations for on-site PSI personnel (e.g., sign language interpreters)	
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Note. ¹ The BC Student Practice Education Network includes PSIs, HCOs, representatives from the Ministry of Health and Ministry of Post-Secondary Education and Future Skills, and other representatives, as required (e.g., professional associations, subject matter experts).