Safe Reporting

What can I report under the Safe Reporting Policy?

You can use Safe Reporting to report:

- illegal activity or non-compliance with any federal or provincial law or regulations
- fraud or other unethical conduct
- misuse or waste of public funds or resources
- actions posing a threat or danger to patients and staff or the public
- non-compliance with Island Health policies
- an actual or perceived conflict of interest

What does not fall within the scope of Safe Reporting?

Safe Reporting does not cover matters for which there are other established processes for reporting and investigating alleged wrongdoing, including:

- grievances under an existing collective agreement;
- reporting of safety hazards and unsafe conditions made in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulations;
- misconduct related to behaviours identified in Island Health's Human Resources policies, Respectful Workplace policy, and any other policies and procedures which would be dealt with through those internal mechanisms;
- privacy breaches or unauthorized access to, collection, use or disclosure of personal information, which are to be addressed through the Information Stewardship and Access to Privacy Office;
- patient safety or quality of care issues which are to be addressed by the Island Health Patient Care Quality Office and the Patient Care Quality Review Board;
- Physician, Dentist, and Midwives' matters which are to be addressed under the Medical Staff Bylaws, Rules and Island Health Medical Staff policies;
- matters under the authority or jurisdiction of Human Rights and Ombudsperson legislation and processes;
- litigation or other proceedings addressed through the Courts or other administrative bodies established by statute; and
- matters to be addressed externally through professional regulatory bodies.

I'm an Island Health employee or medical staff member. If I see wrongdoing, what should I do?

You should discuss your concerns with a manager. If you're not comfortable or don't feel satisfied following that conversation, you can contact a Safe Reporting Officer using the contact information below.

I'm not an employee or medical staff member at Island Health. What should I do?

You can contact a Safe Reporting Officer with details about your concern using the contact information below.

Can I send you an anonymous report?

Yes, you can remain anonymous when you report an allegation of concern. However, our assessment or investigation may be more successful if we can discuss the allegation with you to seek clarification and/or more details.

What should I include when making a report?

You should include as much detail as possible including the: nature of the alleged wrongdoing, name of the person alleged to have committed the wrongdoing, relevant dates, time, place or facility, others involved, and any other facts you think might help us understand your concern.

What do you do when you get my report?

To become familiar with our process you can read the Safe Reporting Policy and Safe Reporting Procedure. If your allegation is within the scope of the policy, the Safe Reporting Officer will conduct an initial assessment to determine if a full investigation should take place.

If your allegation is outside of the scope of the policy, we will let you know that we cannot review your allegation under this policy.

Some common out of scope concerns that have their own reporting processes include allegations about patient treatment, privacy breaches, public health, workplace abuse, and workplace safety.

How do I report wrongdoing?

- **EMAIL**: Send a confidential e-mail to safereport@islandhealth.ca. Write in the subject line "Island Health Safe Reporting / Private & Confidential".

- **MAIL**: Mark a letter "Island Health Safe Reporting / Private & Confidential" and mail it to:

    Safe Reporting Officer / Director, Internal Audit Services
    1952 Bay St
    Victoria, BC
    V8R 1J8