

In case of an Injury at Work

Here's what to do...

INJURED WORKERS...

- 1 Get first aid, if necessary.
- 2 Report the injury/incident before leaving the workplace (if possible) to:

For a copy of applicable forms, please contact person designated by employer

- 3 Seek timely medical treatment and advise doctor you were hurt on the job.
- 4 Bring the Doctor's Report of Injury (Form 8/10) back to your employer as soon as possible (the next working day).
- 5 Complete a Worker's Report of Injury (Form 6) and submit to the Workplace Health, Safety and Compensation Commission (the Commission) as soon as possible by faxing toll free to 1-800-276-5257 or (709) 778-1302.

EMPLOYERS...

- 1 Transport your injured worker to appropriate medical care.
- 2 Complete an Employer's Report of Injury (Form 7) and submit to the Commission (within three days).
- 3 Complete an Employer Incident Report Form and keep it at your workplace.
- 4 Determine the cause of injury and take action to prevent further injuries.
- 5 Work with your injured worker to develop an Early and Safe Return-to-Work plan and submit to the Commission (within five days of receiving the Doctor's Report of Injury – Form 8/10).
- 6 Provincially regulated employers must report "serious injuries" [*see OHS Act, s.54(3)*]. Call the 24 hour Accident Reporting Line 709-729-4444.
- 7 Federally regulated employers must report "serious occurrences" [*see Canada Labour Code Part II, Part XV, s.15.5*]. Call (709) 772-5022 or after hours call collect 0-506-851-6644.

Employer Information