

# I am injured at work... What do I do?

## Responsibilities:

- 1 Get first aid.**
- 2 Report your injury to your supervisor.**

If you need to see a doctor, your employer will make sure you are transported to your choice of:

Your doctor

Hospital emergency room

- 3 Tell the doctor you were hurt at work.**

Ask the doctor to complete the Physician's assessment form E 704

- 4 Review with your employer, as soon as possible, your ability to do your regular duties or modified work.**

Discuss your condition and any return-to-work restrictions and needs with your employer. Bring your employer the medical documents the doctor gives you.

**Complete the Work Related Incident Record E 702, and WCB forms if needed, and fax or email them to the Safety Officer within 24 hours.**

The forms are on R: drive, / Occupational Health and Safety, / Forms-OHS

WCB-Alberta = Workers' Compensation Board-Alberta

Modified Work = Change in: hours, job duties, workload, environment/work area, equipment

## 5 Complete WCB Worker's Report form if:

You miss time from work beyond the day you are injured

You cannot do your regular duties

You modify or change the work you do in any way

You may need medical treatment beyond first aid

Your injury results in a permanent disability

- 6 Follow your doctor's advice about how to best help yourself recover from your injury.**

- 7 Check in regularly with your doctor, your employer and WCB—Alberta.**

- 8 Let your employer and WCB—Alberta know when your doctor says you can go back to your regular duties.**

Bring your employer and WCB-Alberta the medical report from the doctor that says you are able to go back to your regular duties