

# My worker is injured...what do I do?

## 1. Provide first aid

Ensure injured workers receive immediate first aid in accordance with Occupational Health and Safety (OHS) legislation.

## 2. Provide transportation to medical treatment

Provide and pay the cost of transportation from the injury site to an appropriate medical treatment facility, if needed.

## 3. Keep a record - Use form # E702 Work Related Incident Record

Record details of the injury / illness, even if first aid is not administered, and give a copy to the worker. WCB-Alberta and OHS Regulations require records be kept confidential and for a minimum of three years. You must record:

- Name of the worker.
- Date and time of the injury / illness.
- Date and time it was reported to you.
- Description of the injury / illness, where it occurred and the cause.
- First aid provided including name and qualifications of the person giving first aid. Send the form to: [andrew.irwin@nsd61.ca](mailto:andrew.irwin@nsd61.ca)

## 4. Report to WCB/OHS - Complete WCB Worker and Employer forms and scan and email to Northland Safety Officer. [andrew.irwin@nsd61.ca](mailto:andrew.irwin@nsd61.ca)

Immediately report fatalities and serious injuries to the OHS Contact Centre at 1-866-415-8690.

Report to WCB within 72 hours if the injury / illness results in or will likely result in:

- Lost time or the need to temporarily or permanently modify work beyond the date of accident.
- Death or permanent disability (amputation, hearing loss, etc.).
- A disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.).
- The need for medical treatment beyond first aid (assessment by a physician, chiropractor, physiotherapist).
- Medical aid expenses (dental treatment, eyeglass repair/replacement, prescription medications, etc.).

## 5. Pay full wages for the date of accident

You are required to pay injured workers the full wages they would have received if not injured. You cannot deduct those wages from their sick pay or other entitlement.

## 6. Advise WCB of return to work

Notify WCB within 24 hours of your worker's return to work following lost time beyond the date of accident.

## Manage Return to Work:

Work with your injured worker, health care provider and WCB to arrange return to work at the earliest opportunity by providing suitable modified work.

### 1. Obtain fitness for work information immediately following initial treatment by the health care provider

Have an information package ready for injured workers requiring medical treatment including:

- A notice to the injured worker indicating what is expected of him or her including attending treatments, regularly advising you of fitness status and cooperating in return-to-work planning. **I am injured at work sheet.**
- A fitness for work form with notice to health care provider and medical release authorization. **Form E704-04-10**
- A list of available modified work duties and physical demands analysis of the worker's job duties to assist in determining fitness for work.
- A WCB Worker Handbook (optional). **From WCB website**

### 2. Arrange modified work at the earliest opportunity

Offer the injured worker suitable modified work in keeping with work restrictions set out by the health care provider:

- Have pre-determined light duties available to accommodate immediate return to work when possible.
- Use a written modified work agreement and send a copy to WCB.
- Pay injured workers their pre-accident rate of pay while on modified work, or advise WCB if that is not the case.