

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

When a worker is injured, you have a number of responsibilities under the [Workers' Compensation](#) and [Occupational Health and Safety Acts](#). Meeting these responsibilities and managing return to work enables injured workers to safely return to work at the earliest opportunity. It also reduces claim costs.

## Your responsibilities include:

### 1. Provide first aid

Provide immediate first aid if necessary.

Helpful Link: [OHS - First Aiders & legal requirements](#)

### 2. Provide transportation to medical treatment

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

### 3. Keep a record

Record details of the injury/illness, even if first aid is not administered, and give a copy to the worker.

Records must 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 and the name and qualifications of the person giving first aid, if applicable.

Helpful Link: [OHS - First Aid records](#)

### 4. Report to WCB

Report to WCB within 72 hours of being notified of an injury/illness that 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, psychiatrist, psychologist, mental health counselor, chiropractor, physiotherapy, etc.).
- Medical aid expenses (dental treatment, eyeglass repair/replacement, prescription medications, etc.).

You don't have to report injuries such as cuts, scrapes, scratches, minor burns or removing splinters that only require first aid by a first aid provider.

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

#### Helpful Links:

[WCB - Report an injury](#)

[WCB - Employer Report of Injury](#)

[WCB - Worker Report of Injury](#)

[OHS - Report an incident](#)

[OHS - Serious injuries](#)

### 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 can't deduct those wages from their sick pay or other entitlement.

### 6. Advise WCB when your injured worker returns to work

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

### 7. 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.

### 8. Obtain fitness for work information immediately following initial treatment

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

- A [notice to the injured worker](#) indicating what is expected, including attending treatments, regularly advising you of fitness status and cooperating in return-to-work planning.

- A [fitness for work form](#) with notice to health care provider and medical release authorization.
- 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).

Consider using an [Occupational Injury Service \(OIS\)](#) that provides timely and appropriate medical care and disability management services specifically for work-related injuries.

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

Offer 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.

For more information, visit [Formalizing a modified work plan](#)

- Are expected to maintain regular contact with you, WCB and their health care provider, and to participate in the treatment and/or rehabilitation required for a successful return to work.
- Are expected to accept suitable modified work allowing for an early and safe return to work.

WCB's [disability management self assessment](#) is a checklist to help you identify shortcomings in meeting legislated requirements, detect gaps in managing return to work and improve your injury management process.

### As an employer, you can't:

- Deduct the cost of WCB premiums from worker wages or from the benefits paid to workers.
- Discourage or impede a worker from reporting a work-related injury/illness.
- Directly pay for lost wages or medical aid resulting from a work-related injury/illness without WCB knowledge or approval.
- Provide or ask a worker to provide false or misleading information about a claim.

### Injured workers:

- Have the right to choose their own health care provider, though you may request they attend a health care provider or OIS clinic of your choosing.

