



## **Incident and injury reporting**

### **Employers reporting responsibilities**

If a worker is injured on the job, the worker, employer (AWSE) and the worker's treating physician must report the injury to WorksafeBC.

WorksafeBC will adjudicate the claim based on the information from the employer, the worker, and the treating physician.

Should an AWSE worker become injured on the job, the employer (AWSE) shall be responsible for ensuring transportation of the injured worker to medical treatment. The employer (AWSE) is responsible for paying for that transportation.

The reporting of the incident/injury to WorkSafeBC must be done by an AWSE representative within three business days of the injury's occurrence or within three business days of an AWSE representative becoming aware of the injury.

Submit the [Incident and Injury Report](#) online or complete and send the [Employer's Report of Injury or Occupational Disease](#) (Form 7) (PDF 81kb) to WorkSafeBC.

If the worker received first aid on site, the first aid attendant must complete a first aid record. A copy of the first aid record must be retained at the work site for a minimum of three years. If the worker was referred to and received treatment at a clinic or hospital, the employer (AWSE) must submit an [Incident and injury report](#) (electronic Form 7) or complete and send the [Employer's Report of Injury or Occupational Disease](#) (Form 7 - PDF 81 kb) to WorkSafeBC.

\*Fatalities and serious injuries are to be reported immediately at the [Prevention Emergency Line at 1 888 621-7233](#).

**Unless directed by a WorkSafeBC officer or a peace officer, no one must disturb the scene of a reportable accident except to:**

- attend to persons injured or killed
- prevent further injuries or death
- protect property that is endangered as a result of the accident



### What types of incidents need to be reported?

A reportable injury is an injury arising out of and in the course of employment or which is claimed by the worker to have happened out of the course of employment, where one of the following conditions is present or becomes evident after the injury.

- The worker loses consciousness following an injury
- The worker is transported or directed by a first aid attendant or other employer representative to a hospital or other place of medical treatment, or is recommended by such persons to go to such place
- The injury is one that obviously requires medical treatment
- The worker has received medical treatment for the injury
- The worker is unable or claims to be unable by reason of the injury to return to his or her usual job function on any working day after the day of the injury
- The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or a hearing aid
- The worker or WorksafeBC has requested that an employer's report be sent

*Any injury which does not reflect the above conditions, is to be considered a minor injury and not required to be reported to WorksafeBC unless one of those conditions subsequently occurs.*

**You must immediately report the following types of incidents to the WorksafeBC's **Emergency and Accident reporting** phone number whether or not an injury occurs:**

- Any incident that causes risk of death, or seriously injures a worker
- Any blasting accident that results in injury or unusual event involving explosives
- A diving incident that causes death, injury or decompression sickness requiring treatment
- A major leak or release of dangerous substance
- A major structural failure or collapse of a structure, equipment, construction support system, or excavation
- Any serious mishap

**From Monday - Friday, 8:30 a.m. - 4:30 p.m call the **Emergency and Accident reporting** phone number at **1 888 621-SAFE (7233)**.**

**After hours (Richmond) toll-free **1 866 WCB-HELP (922-4357)****



### Workers reporting responsibilities

- Report your injury to your employer ( AWSE ) as soon as possible.
- Seek first aid and or medical attention for your injury. If you need an ambulance or transportation from your workplace to your doctor's office or the hospital, your foreman will arrange transportation and the employer is required to pay those costs. **Be sure to tell your doctor that your injury is work related.**
- Report the injury to WorkSafeBC as soon as possible. If work is missed as a result of the injury, worker calls the WorksafeBC **Teleclaim Contact Centre** at **604 231-8888**.
- If a WorkSafeBC staff member asks for a completed Worker's incident and injury report or an Application for Compensation and Report of Injury or Occupational Disease (Form 6) at any time it is important that this is completed by the worker and submitted as soon as possible.

\*It is against the law for an employer to persuade or attempt to persuade a worker not to report an injury, disease, death, or hazardous condition to WorkSafeBC.

### Vancouver Coastal Health information

#### **MSP does not cover work related injuries**

As per the Ministry of Health's policy work related injuries or illnesses are not covered under the Medical Service Plan ( MSP ) **and hospitals must bill the patient directly** for these services if:

- A patient refuses to file a claim with WorksafeBC or
- WorksafeBC rejects a claim because the employee or employer did not comply with the process for filing the claim



### How to file a claim

The injured worker and employer must submit the following forms to WorksafeBC:

- Form 6- Application for Compensation and Report of Injury or Occupational Disease  
To be completed by the injured worker ( AWSE )
- Form 7- Employers Report of Injury or Occupational Disease  
To be completed by employer ( AWSE )  
If the worker has received medical attention from a medical clinic or hospital.

***WorksafeBC requires that any injury receiving medical care must be reported, even if there is no lost time from work.***

### WorksafeBC contact information:

Mailing address:

WorksafeBC

PO BOX 4700

Station Terminal

Vancouver BC

V6B 1J1

### Teleclaim Contact Center:

604-231-8888 or toll free 1-888-967-5377

Fax number:

1-888-992-8807

