

## 4.6 Reporting Workplace Injuries - Compliance Policy

### Intent

This policy has been developed in compliance with WSIB (Ontario), the Worker's Compensation Board of Alberta and the WorkSafeBC's reporting requirements to communicate the procedures and guidelines pertaining to the reporting of workplace injuries.

### Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to reporting workplace injuries. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

*Please note: the reporting guidelines and procedures in this policy do not negate the reporting requirements required by government agencies for specific critical injuries or injuries resulting in bodily harm. Please refer to the company's Workplace Accident Investigation Policy for specific reporting requirements as required by provincial Occupational Health and Safety legislation.*

This policy has been developed to incorporate the legislative requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand its operations into additional provinces.

### Guidelines

The employer will comply with all required federal and provincial regulations, legislation and workplace compliance issues regarding the correct reporting of any workplace injuries and occupational illnesses and will strive to prevent any potential occurrences through the implementation of health and safety policies and programs.

The employer will report all the following workplace injuries as required by provincially mandated reporting requirements:

#### British Columbia:

- The worker loses consciousness following the injury.
- The worker is transported or recommended by a first aid attendant or other employer representative to go to a hospital or other place of medical treatment.
- 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 because of the injury, to return to his or her usual job function on any working day after the day of injury.
- The injury or accident resulted or is claimed to have resulted in the breakage of eyeglasses, dentures or a hearing aid.
- The worker or WorkSafeBC has requested that an employer's report be sent.

Alberta:

- Worker requires health care and/or;
- An injury that causes or is likely to cause the worker to be off the job beyond the day of the injury.
- Injury that requires modified work beyond the day of the injury.
- Injury that requires on-going medical attention.
- Injury causing permanent disability.

Ontario:

- Worker requires health care and/or;
- Is absent from regular work.
- Requires modified work at less than regular pay.
- Requires modified work at regular pay for more than seven calendar days following the date of accident.

When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven calendar days, the employer will consider that:

1. Shift workers, or those on irregular work patterns, may not be scheduled to work on the eighth calendar day. In these cases, the employer will report the accident if the worker requires modified work on the first shift that follows the eighth calendar day.
2. The seven-calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of accident.
3. The employer will report an accident when an employee initially returns to work, but then requires modified work for more than seven calendar days. The use of calendar days reflects the notion that if an injury affects the worker's ability to perform regular work after a week, health care is likely to be sought, regardless of the number of days worked.

The employer will report the accident to the WSIB/WCB/WorkSafeBC when a worker is injured, and the treatment received could only have been administered by a health care practitioner.

The employer will not report the accident to the WSIB/WCB if first aid is provided to a worker by a:

- Co-worker, manager, lay person, or
- Health care practitioner, when the first aid did not require the professional skills of that practitioner.

The employer will report when a worker has been exposed to, or is suspected of having been exposed to, an infectious disease.

The employer will report accidents using:

British Columbia:

- WorkSafeBC's Employer's Report of Injury or Occupational Disease
- WorkSafeBC-approved electronic reporting form.

Alberta:

- [http://www.wcb.ab.ca/pdfs/employers/c040\\_instn.pdf](http://www.wcb.ab.ca/pdfs/employers/c040_instn.pdf)
- WCB-approved electronic reporting form.

Ontario:

- The employer's Report of Injury/Disease Form 7 (Form 7) (see [www.wsib.on.ca](http://www.wsib.on.ca));
- WSIB-approved electronic reporting form.

Where required under the regulations of provincial Health and Safety Acts/Codes, the employer will provide information to their Joint Health and Safety Committees. If a photocopy of the accident/injury report form is used for this purpose, personal information (e.g., the employee's social insurance number, telephone number, earnings information, and pre-existing medical conditions) will be removed.

As soon as possible after an accident, workers are required to file a claim for benefits. They will also consent to disclose their functional abilities information, which is provided by the treating health care professional.

Injured employees will give a copy of the claim for benefits to both the WSIB/WCB/WorkSafeBC (whichever is applicable) and the employer. In the case of occupational diseases, employees will give a copy of the claim to the department to which the disease is associated.

The employer will ensure to adhere to the specific reporting timelines established by the WSIB (Ontario), the WCB Alberta and the WorkSafeBC upon learning of the worker injury/illness.

Province	Reporting Requirements
British Columbia	Within three business days of the injury's occurrence or within three business days of you or your representative becoming aware of the injury.
Alberta	72 hours after receiving notice or knowledge of the illness/injury.
Ontario	Seven business days of the employer learning of the reporting obligation. (Business days are Monday to Friday, and do not include statutory holidays).

Employees will receive a copy of the accident report that is provided to the WSIB/WCB/WorkSafeBC (including any additional information provided by the employer).

Employees should complete, sign and return required reporting forms as soon as possible following a work-related injury or becoming aware of an illness. The following table lists worker reporting deadlines as specified by the WSIB, WCB Alberta and WorkSafeBC.

Province	Reporting Requirements
Alberta	Workers have two years from the date of injury or discovering the illness to provide report to the WCB
Ontario	Claim must be filed within six months of an accident or learning of a disease.
British Columbia	Workers have one year from the date of the injury or discovering the illness to provide report to WorkSafeBC.



If the employee does not file the claim for benefits, or consent to the disclosure of functional abilities information within the designated timeframe, the WSIB/WCB/WorkSafeBC will not provide benefits unless, in its opinion, it is just to do so.

Due to the serious nature of workplace injuries and the importance of accurate and timely reporting, employees are expected to fulfill their obligations regarding the correct reporting of workplace injuries.

If a workplace accident is not properly reported, the employer may be subject to the penalties from the WSIB/WCB/WorkSafeBC.

## **REFERENCES**

British Columbia:

<http://www.worksafebc.com/claims/default.asp>

Alberta:

<http://www.wcb.ab.ca/>

Ontario:

[www.wsib.on.ca](http://www.wsib.on.ca)