

Accident/Injury Reporting for Employees

Purpose *As part of ASC’s risk management, there will be a process for employees to report all workplace accidents and injuries.*

Policy Statement *All employees shall report accidents/injuries that occur while working.*

All Accident/Injuries will be reported on the internal ASC Accident/Injury Reporting for Employees form.

In addition to the internal ASC reporting process, accident/injuries must be reported to Workers Compensation Board (WCB) that require external medical treatment through a medical professional and may result in:

- *the employee requiring time off work beyond the date of the accident/injury*
- *modifications to hours of work*
- *defined modifications to specific work tasks/roles*
- *ongoing medical treatment such as physiotherapy, dental work*
- *a medical leave at a later date (e.g. corrective surgery)*
- *Admission to a hospital as an inpatient*

NOTE: In the event that an employee is admitted to a hospital as an inpatient, the Executive Director/Designate will notify Alberta Occupational Health and Safety, as soon as practical.

Accident/injuries that result in eyeglasses damage also need to be reported through WCB.

All internal written reports must occur as soon as practical after the occurrence of accident or injury and prior to leaving shift.

WCB reporting must occur with 72 hours of supervisors being notified of an employee injury requiring medical attention and/or time loss.

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Accident/Injury Reporting for Employees

In the event of a situation that created an accident or caused injury, if hazards exist that could result in potential injury to others, immediately remove others from the area.

Injury(s) NOT requiring off-site medical treatment

1. If the injury requires on site First Aid treatment, it will be provided by the employee or a coworker that is competent to do so.
2. As soon as possible after the injury and prior to leaving shift, the employee must complete the Accident/Injury Reporting for Employees form.
3. The form is forwarded to the immediate supervisor via the "internal pick up file" to be reviewed upon their next scheduled shift. Upon review the form is forwarded through for review and possible follow up to the Area Coordinator and then the Health and Safety Specialist. The Health and Safety Specialist determines and documents any required follow up, completes the back part of the form, and forwards it to the Program Director.
4. If an investigation is required the form will also be forwarded to the Executive Director for review.
5. The Program Director reviews and signs the form and returns it to the Health and Safety Specialist for tracking and filing.
6. WCB reporting is not required.

Injury(s) requiring off-site medical treatment

1. Any on-site First Aid treatment will be provided by the employee or a co-worker that is competent to do so prior to transportation to an off-site medical facility.
2. If the injury requires emergency services and transportation by ambulance, call 911.
 - Notify the area Supervisor(s) immediately, who will then immediately inform the Coordinator, Program Director and the Executive Director.
3. If the injury is not requiring a 911 response, but is requiring off-site medical attention,
 - Transportation will be provided or arranged. Whenever possible, it is desirable that the injured employee be transported by an area Supervisor or co-worker.
 - The immediate supervisor will notify the area Coordinator, and Program Director within a time-frame that will allow for the necessary WCB and OHS reporting timelines. Generally this would be the next business day.
4. If the employee is admitted to hospital as an inpatient, the Program Director/ Executive Director must be notified immediately.

WCB Reporting Requirements

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1. In any situation where off-site medical attention was required, as soon as realistic and practical, the employee completes the ASC Accident/Injury Reporting for Employees form as well as the Worker Report for WCB. Others may not complete these forms on behalf of the employee. The ASC Accident/Injury Reporting for Employees form will be forwarded to the Team Manager and then the Area Coordinator.
2. The supervisor receiving the initial report completes the WCB Employer Report (excluding the agency contact information and the signature line), and forwards to the Program Director/Executive Director/ for review and submission to WCB. The Employer report must be submitted to WCB within 72 hours of the first supervisor being made aware of the injury. This submission is completed by the Program Director or Executive Director. If available the Worker Report can be submitted at the same time.

Post injury, the employee is responsible to advise ASC about the following:

1. If a medical appointment has been required due to a previous worksite injury that did not require medical attention at the time of injury.
2. Results of any required medical follow up including written instructions from any attending medical professional.
3. If time is missed, the expected return to work day.
4. If modifications to work duties have been recommended by the attending medical professional.
5. Any treatments that may be required, e.g. physiotherapy, medication, future appointments.
6. If the injury is likely to disable for more than one day.
7. If the injury will result in a permanent disability.

Post injury, ASC will:

1. Begin planning immediately for the safe and successful return to work of employee.
2. Begin internal and external case coordination/communication.
3. Provide employee with information for medical professionals.
4. Obtain consents where required for sharing of information pertaining to return to work.
5. Advocate for the employee to receive prompt medical consultations, appointments, assessments.
6. Plan with the employee and medical professionals to accommodate any modifications to work duties, schedules and/or locations.
7. Monitor the employee's medical progress, making modification changes to work as required.
8. Respond to all requests by WCB and involved medical professionals for overall case coordination.
9. ASC will ensure that accident injury reporting forms, WCB forms and any medical information is treated in a confidential manner.

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