

# TIP SHEET FOR SUPERVISORS

## What To Do When An Employee Is Injured On The Job

### STEP 1: Attend to the injured worker immediately

- If a serious injury occurs, have a qualified first aid staff administer emergency first aid while another person calls 911.
- If in a remote location, follow safety and emergency procedures to report the accident and request emergency assistance.
- If the worker is not seriously injured, but requires medical treatment beyond first aid, arrange for transportation to the nearest hospital emergency room or doctor's office.
- Complete a First Aid Record.
- Ensure incident is reported to supervisor.

### STEP 2: Report the injury within 72 hours

- Supervisor investigates incident and completes a Supervisor's Incident Investigation Report (SIIR).
- Provide the employee with a copy of the Workers' Compensation Board (WCB) Worker's Handbook which includes a Worker's Report of Accident (C060).
- Supervisor completes the WCB Employer's Report of Injury form (C040). Ensure a C040 is completed for accidents involving medical aid, time loss, personal property damage, fatality and motor vehicle accidents.
- Do not have the injured worker fill out the Employer's Report of Injury. Include the correct account number for your ministry.
- WCB legislation requires employers to report employee injuries within 72 hours from date of notification. **Late reporting may result in penalties for your ministry.**

### STEP 3: Distribute signed documents

- Fax the Employer's Report of Injury, including the name of employee's direct supervisor, your ministry's earnings contact, and HR Consultant to WCB.
- Fax the Employer's Report and SIIR to Service Alberta.
- If time lost or modified, be prepared to provide WCB:
  - Physical Demands Analysis
  - Employee's Job Description
- Fax documents to:
  - WCB  
**780-427-5863** in Edmonton  
**1-800-661-1993** Toll free
  - Service Alberta  
**780-644-5747**
  - Your ministry HR office

### STEP 4: Stay in touch with employee

- Contact your employee at home, or on the job site. Remember to keep the lines of communication open.
- Set a schedule to contact the employee every week or every other week to obtain an update on his/her status and progress, if off for an extended period.
- Be sure to let your employee and WCB know if modified duties are available.
- Report to WCB and Service Alberta within 24 hours when an employee returns to work.

### STEP 5: Prepare for the employee's return

- Workplace Health Corporate Human Resources has developed [Return to Work Guidelines](#) to assist HR staff and supervisors return employees to work after illness, injury or disability.
- Worker's Compensation Board 780-498-3999
- Workplace Health (CHR) 780-408-8400
- Service Alberta 780-422-6031

### Online Resources

- WCB handbooks, reports and links: [www.chr.alberta.ca/WCBhandbooks](http://www.chr.alberta.ca/WCBhandbooks)
- Workplace Incident Information, reports and forms: [www.chr.alberta.ca/IncidentManagement](http://www.chr.alberta.ca/IncidentManagement)
- [Reporting Workplace Injuries](#) (self-directed PowerPoint presentation)
- Emergency and first aid plans, management forms: [www.chr.alberta.ca/EmergencyManagement](http://www.chr.alberta.ca/EmergencyManagement)
- Additional workplace health programs for support: [www.chr.alberta.ca/WorkplaceHealthPrograms](http://www.chr.alberta.ca/WorkplaceHealthPrograms)

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