

# Your responsibilities when an accident occurs

## Your responsibilities to comply with the *Alberta Workers' Compensation Act*

1. Record any reported workplace injury or illness and provide a copy of that record to the worker. The Occupational Health and Safety Code First Aid regulation requires records be kept confidential and for a minimum of 3 years. Details that must be recorded:

- name of the worker
- date and time of the injury or illness
- date and time it was reported to you
- description of the injury or illness, where it occurred and the cause
- first aid provided
- name and qualifications of the person giving first aid

A sample First Aid Record is available on-line at: [http://employment.alberta.ca/documents/WHS/WHS-PUB\\_fa009.pdf](http://employment.alberta.ca/documents/WHS/WHS-PUB_fa009.pdf).

2. Immediately report fatalities and serious injuries (as defined in the Occupational Health and Safety Act) to Workplace Health and Safety at 1-866-415-8690.

3. Complete and submit an Employer's Report of Injury or Occupational Disease (C040) [http://www.wcb.ab.ca/pdfs/employers/c040\\_instn.pdf](http://www.wcb.ab.ca/pdfs/employers/c040_instn.pdf) to WCB within 72 hours if the accident results in or is likely to 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 disease or condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, infectious disease-Norwalk/Influenza, etc.) \*If, as a result of contracting an infectious disease, the worker is forced by the terms of The Public Health Act to lose time from work, the time loss is compensable, whether or not the worker is disabled. (See WCB Policy 03-01, Part II Application 3, Question 4) at <http://www.wcb.ab.ca/public/policy/manual/claimant.asp>
- the need for medical treatment beyond first aid (assessment by a physician, physiotherapy, chiropractic, etc.)
- the worker incurring medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.)

You do not have to report accidents that only require first aid by a first aid provider, such as cuts, scrapes, scratches, minor burns or removing splinters.

Failure to report injuries within 72 hours could result in a financial penalty.

Injuries or occupational diseases can be reported by telephone, fax, regular mail or online:

**Telephone:** Edmonton and area: 780-498-3999  
Toll-free in Alberta: 1-866-922-9221  
Elsewhere in Canada: 1-800-661-9608

**Fax:** Edmonton and area: 780-427-5863  
Elsewhere: 1-800-661-1993

**Regular mail:** See address below.

**Online:** [www.wcb.ab.ca](http://www.wcb.ab.ca), for employers, myWCB online services

4. Provide for and pay the cost of immediate transportation from the injury site to an appropriate medical treatment facility.
5. Pay the injured worker's full regular wages for the day the injury occurred. If disablement goes beyond the accident day, compensation payments start the first regular working day afterward. Cheques are issued every two weeks. If you continue to pay the worker full wages during the period of disablement, compensation otherwise payable to your worker will be paid to you.
6. Work with WCB and health care providers in developing an effective return-to-work plan for the injured worker. You must notify WCB within 24 hours of the injured worker's return to work.

### Their responsibilities

*Injured Workers* must first submit a Worker's Report of Injury or Occupational Disease (C060) [http://www.wcb.ab.ca/pdfs/workers/c060\\_with\\_instructions.pdf](http://www.wcb.ab.ca/pdfs/workers/c060_with_instructions.pdf) form to WCB. They must also keep you informed of their progress to help you plan for their return to work, while maintaining ongoing communication with WCB. Finally, the injured worker needs to follow the advice of health care providers to recover as quickly as possible.

*Health Care Providers* must send their reports to WCB within two working days of treatment, provide regular progress reports to WCB and develop a successful treatment plan for the injured worker.