

# WORKER INJURY REPORTING

### Background

The Division believes worker injuries can be avoided or reduced by following accepted safety practices. However when injuries occur, they must be addressed in a timely, legally compliant, and appropriate fashion: first aid, medical aid (if required), and recovery phases. Injuries of any kind must be reported in accordance with the following procedures.

### Procedures

1. Workers injured on the job shall report the incident as soon as possible to their supervisor. This shall not interfere with the worker's need to receive First Aid or medical attention.
2. The Form F406-1 shall be used for all worker injuries and completed by the injured worker OR their dependant.
3. Supervisors shall contact the Benefits Officer as soon as possible after being notified of an injury. The Benefits Officer will complete the employer report forms and contact Workers' Compensation Board (WCB) if the worker is covered.
4. Workers with WCB coverage must be truthful and properly disclose lawfully required information when they inform any medical personnel involved in their care (e.g. doctor, nurses, Emergency Medical Services personnel) that the injury occurred at work.
5. Supervisors will provide modified duties for an injured worker covered under WCB if possible and will encourage injured workers to return to duty as soon as possible, given medical clearance by their physician.
6. The supervisor must inform Workplace Health and Safety as soon as possible of any injury required by law to be disclosed including:
  - (1) a fatality, or
  - (2) any injury resulting from workplace incidents that result in a hospital stay of more than 2 days, or
  - (3) all unplanned or uncontrolled explosions, fires, or floods that caused any injury or had the potential to cause an injury, or
  - (4) the collapse of a crane, derrick, or hoist, or
  - (5) the collapse or failure of any component of a building or structure.
7. An investigation shall be conducted and documented by the supervisor for all moderate to serious injuries to determine the causal effects and attempt to determine if there is a way or ways to prevent any additional injuries. A secondary focus of an investigation will be to determine if there is a way or ways to reduce or prevent further damage to Board property. Investigations are to be focused on cause of the injury and possible preventative actions, and not on

attributing blame for the injury, that is, they shall be conducted without prejudice.

8. Workers receiving first aid shall be provided with a copy of the first aid record as per AP 407.
9. The investigation reports and first aid record shall be available for the Division Safety Coordinator to review. These forms shall also be available for an Alberta Workplace Health and Safety Investigator/Officer if required.

References: Section 18 of the *Alberta Occupational Health and Safety Act* (RSA 2000)  
Section 182 of the *Alberta Occupational Health and Safety Code* (2009)  
Sections 32 & 33 of the *Alberta Workers' Compensation Act* (RSA 2000 Chapter W-5)  
Sections 3, 7-9 of the *Alberta Workers' Compensation Regulation* (325/2002)  
Section 33 *Alberta Education Act* (RSA 2012, Chapter E-03)

*Approved: March, 2014*



## INJURED WORKER REPORT

**F 406-1**

Report completed by Worker \_\_\_\_\_ or their dependant \_\_\_\_\_

Full Name of Injured Worker: \_\_\_\_\_

Address of Injured Worker: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Dependand (if completing this form): \_\_\_\_\_

Address of Dependand (if completing this form): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of injury or illness: \_\_\_\_\_ Time \_\_\_\_\_ AM   
Day Month Year PM

Location of Incident:

\_\_\_\_\_

\_\_\_\_\_

Describe what happened to cause the injury or illness (if known):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First aid provided? Yes  No  MEDICAL AID SOUGHT? Yes  No

\_\_\_\_\_  
Signature of Injured Worker or Dependand

\_\_\_\_\_  
Date