

6 What to Do If You Are Injured at Work

If you have an accident at work, immediately seek first aid or medical attention. If you need transportation, your employer will arrange for it.

It is your duty to report the accident or injury to your supervisor as soon as possible, so that the accident or injury can be properly investigated and the appropriate forms completed.

If your injury required medical attention and/or time off from work beyond the day of the injury, it becomes a Workers' Compensation case. Your supervisor is to complete an *Employer's Report of Accident* and a *Hazardous Occurrence Investigation Report*.

If you experienced a minor injury (i.e., an injury that did not require medical attention or loss of work time) a *Hazardous Occurrence Investigation Report* must be completed.

Even minor injuries must be reported because, if they later develop into a serious condition, there could be difficulty in establishing a claim if the original injury was not reported.

Once the necessary forms are completed, the original forms are forwarded to the applicable Labour Canada regional office. Copies are sent to your Occupational Safety and Health office (where