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| **Section: Human Resources HR142.01** |
| **Policy and Procedure: Worker’s Compensation** |

In the event that an employee suffers an injury, accident, or disease related to their work, then they should:

1. Report the incident to their supervisor as soon as possible.
2. Get medical aid, as necessary, and inform the physician or medical personnel that a compensation claim will be submitted.
3. Provide the employer with details of the injury, accident or disease as soon as possible and complete a WCB worker injury report. Delay could bring the compensation claim into question.
4. Administration will notify Worker’s Compensation by a form as soon as the forms are submitted to that office.
5. Administration, usually the Administrative Assistant, will also complete the electronic WCB information per S.A. policy and practice.