**Have you been INJURED AT WORK?**

**IMMEDIATELY**

**IF AN EMERGENCY, CALL 911**

IF NOT

* Go to first aid for treatment
* Notify your manager/supervisor
* Obtain an *Employee Recover at Work* package
* If medical attention is required take the letter to *Healthcare Provider and Functional Abilities* form for completion
* *Call WorkSafeBC TELECLAIM at 1-888-967-5377* to report your injury

**SAME DAY OR NEXT SHIFT**

* Meet with your manager/supervisor:
* Bring the completed *Functional Abilities* form
* Review *Functional Abilities* form and if required determine modified duties together

**ONGOING**

* Participate in recommended treatment by your healthcare provider
* Participate in the modified duties if required
* Meet with your manager/supervisor weekly to discuss progress, changes in your condition, or any other concerns
* Contact WorkSafeBC to advise of your recovery progress