

Frequently asked questions

Why is the Employer's Report of Injury or Occupational Disease (Form 7) changing?

Changes to the Form 7 are part of a larger initiative called the Claims Management Solution, designed to streamline processes and systems for claims and improve service to employers and other stakeholders.

How do form changes affect me?

If you've never filled out a Form 7 before, you will find that the questions are easy to read and understand. If you have completed these reports in the past, you will notice that we have changed the order of some of the questions and simplified the wording to make the form easier to complete. You will also notice that the form asks for more incident details up front. By getting more information early in the claims process, you can expect fewer follow-up calls from WorkSafeBC staff.

Specifically, you will find that the revised form includes:

- Clearer questions grouped under headings
- More detailed questions about the incident to avoid potential delays and the need for follow-up
- Enhanced employment and wage loss details and additional information about return-to-work options for your workers

Another important change on the form is the addition of first aid and medical questions and return-to-work information. By adding this information to the Form 7, we no longer require you to submit a First Aid Report (Form 7). This reduces the paperwork, an additional benefit. However, please note that you are still required to retain first aid records on site. Do not send these records to WorkSafeBC.

Can I complete the Form 7 online? If so, where do I find it?

We would prefer that you report your worker's injury or occupational disease online, rather than using the paper form. You can file the claim information electronically by going to **WorkSafeBC.com** and selecting **Report injury or illness (Form 7)**.

We encourage you to report your injury claims online. When you do, you can:

- Avoid delays sometimes associated with mailing or faxing paper forms
- Submit just one report if several workers are injured in an incident rather than a separate report for each worker, as required with paper forms
- Use error-checking and other online tools to help ensure the information you are submitting is accurate

Can I continue to use the Form 7s I already have in my workplace?

We would appreciate if you do not use old forms. Not only does it make it easier for us to process forms when they are all in the same format – more importantly, using the correct form can help you avoid potential delays. Because the new version of the form asks more information at the beginning of the claim, you are less likely to get calls from us requesting additional information or clarification.

Does the revised Form 7 include new questions?

Yes, some. Most of the revisions reflect a reworking of the contact information. Employer name, address and phone number information is broken up into different fields, for instance. The new Form 7 asks more information about the incident description, first aid and medical information, wage loss information and return-to-work.

By adding these questions, we have a more thorough picture of the information surrounding the claim at the outset and are less likely to come back to you for more information or clarification.

Where can I get the current version of the Form 7?

To file a Form 7 electronically (the preferred method for employers to report claims), go to **WorkSafeBC.com** and select **Report illness or injury** from the home page.

To download a PDF version of the form, go to **WorkSafeBC.com**, click on the **Forms** tab at the top of your screen, then select **Employer's report of injury or occupational disease (Form 7)** from the list.

If you do not have Internet access and would like to order paper forms, please call 1 866 319-9704.

How do I know if I'm using a current Form 7?

The most current version has a revision date of **7(R01/08)** printed in the lower-right corner of page 1. If your form has an earlier revision date ("01/08" indicates January 2008, for instance), or no revision date, do not use this form. Instead, download the updated Form 7 from **WorkSafeBC.com** or order new paper forms by calling 1 866 319-9704.

Do I still need to submit a First Aid Report (Form 7A)?

No. A benefit of the revised Form 7 is that it asks you to supply first aid information previously requested on the First Aid Report. That means we no longer need you to submit a First Aid Report to us. You are, however, still required to retain first aid records on site.

When is the new Form 7 available?

The revised Form 7 is available January 28, 2008.

Who should I contact if I have questions about claim reporting or about my Form 7?

If you have questions about reporting a claim, please contact the Claims Call Centre at 604 231-8888, toll-free at 1 888 967-5377.