

# Has an employee been injured at work?

This checklist can help you keep track of what to do when helping an injured employee safely return to work.

## Immediately

- If it's an emergency, activate your emergency response plan and call 911.
- Ensure the worker receives first aid.
- Determine if additional emergency medical care is needed and arrange for transportation if it is.
- Report the injury to WorkSafeBC.
- Advise the worker to also report their injury by going to [worksafebc.com/report-injury](https://worksafebc.com/report-injury) or calling WorkSafeBC at 1.888.967.5377.

## Same day or next shift

- Provide the worker with Functional Abilities Assessment form(s), if needed.
- Discuss their abilities and modified duties that match these abilities.
- Create a return-to-work plan.
- Discuss next steps for communication.

## Ongoing

- Maintain regular contact with the injured worker.
- Check in with the worker, and revisit and revise the return-to-work plan as needed.
- Advise the worker to contact WorkSafeBC to give updates on their progress.