

Has your employee been injured at work?

Immediately

If an emergency, call 911

If not

- Ensure the employee goes to first aid for treatment
- If medical attention is require
 - Provide the employee with an Employee Recover at Work package
 - Advise the employee to take the letter to Healthcare Provider and Functional Abilities form from the package for completion
 - Have the employee call **WorkSafeBC TELECLAIM** at **1-888-967-5377** to report their injury

Same day or next shift

- Complete the Employers Report of Injury or Occupational Disease Form 7 and submit to WorkSafeBC
- Meet with your injured employee:
 - Review completed Functional Abilities form and if required determine modified duties together
 - Complete the Modified Duties Offer form
 - Document on the Communication Log

Ongoing

- Follow-up with your employee to discuss recovery progress and modified duties
- Make changes to the modified duties as needed
- Contact WorkSafeBC to advise of any changes in recovery or the modified duties