USASK WORKPLACE INJURY REPORTING PROCESS
Procedure to be followed by all USask faculty, staff and students if injured at work.

Employee is injured at work
When an employee is injured at work they are responsible to notify their supervisor immediately!

Is medical treatment required?

NO
First aid may be administered but no follow-up medical care
EMPLOYEE must complete the Safety Incident Report (online)

YES
EMPLOYEE receives medical treatment by a medical provider.
• supervisor ensures the employee has the Injured Worker Assessment (IWA) form completed by the medical provider
• supervisor notifies wcb.support@usask.ca of injury

THE EMPLOYEE:
• returns IWA to supervisor immediately after appointment
• completes the online Safety Incident Report
• completes a W1 form (WCB Worker’s Initial Report of Injury)

THE SUPERVISOR:
• completes E1 form (WCB Employer’s Initial Report of Injury)
• forwards both E1 and W1 to wcb.support@usask.ca
• responds to the online Safety Incident Report

MEDICAL PROVIDER authorizes Return to Work (RTW)
MEDICAL PROVIDER identifies:
• limitations
• gradual RTW
• lost-time injury

THE SUPERVISOR:
• works with Safety Resources – WCB Support team to facilitate a safe RTW
• ensures ConnectionPoint is aware of required pay actions

Safety Resources – WCB Support team completes incident follow up.

Workers Compensation Board
• assesses injury claim
• forwards decision to employee and Safety Resources – WCB Support team who manages the claim on behalf of USask