

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

YES



24 HOURS



First aid may be administered but no follow-up medical care



EMPLOYEE must complete the **Safety Incident Report** (online)



1-2 DAYS



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



+3 DAYS



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