

My worker is injured...what do I do?

When a worker is injured, you have a number of responsibilities under the [Workers' Compensation](#) and [Occupational Health and Safety \(OHS\) Acts](#).

Modified work helps your injured workers safely return to work at the earliest opportunity and can help reduce your claim costs over time. As an employer, it is your responsibility to offer suitable modified work opportunities for your injured workers as soon as it's medically safe to do so.

When a workplace illness or injury happens, your responsibilities include:

1. Provide first aid

Provide immediate first aid if necessary.

Helpful link:

[OHS - First aiders and legal requirements](#)

2. Provide transportation to medical treatment

Provide and pay for the cost of transportation from the injury site to a medical treatment facility, if needed.

3. Pay full wages for the date of accident

You are required to pay your injured workers the full wages they would have received if they had not been injured. You cannot deduct those wages from their sick pay or other entitlement.

4. Keep a record

Record details of the injury/illness, even if first aid is not administered, and give a copy to the worker. Records must be kept confidential and stored for a minimum of three years. You must record:

- Name of the worker.
- Date and time of the injury/illness.
- Date and time it was reported to you.
- Description of the injury/illness, where it occurred, and the cause.
- Description of the first aid provided and the name and qualifications of the person giving first aid, if applicable.

Helpful link:

[OHS - First aid records](#)

5. Report to WCB

Report to WCB within 72 hours of being notified of an injury/illness that results in or will likely result in:

- Lost time from work or the need to temporarily or permanently modify work beyond the date of accident.
- Death or permanent disability (amputation, hearing loss, etc.).
- A disabling or potentially disabling disease or condition caused by occupational exposure or activity (such as a mental health concern, poisoning, infection, respiratory disease, dermatitis, etc.).
- The need for medical or mental health treatment beyond first aid (assessment by a physician, psychologist or mental health provider, physiotherapist, chiropractor, etc.).
- Medical aid expenses (dental treatment, eyeglass repair/replacement, prescription medications, etc.).

You don't have to report injuries such as cuts, scrapes, scratches, minor burns or removing splinters that only require first aid by a first aid provider.

Note: Immediately report fatalities and serious injuries to the OHS Contact Centre at 1-866-415-8690, then report the incident to WCB.

Helpful links:

[WCB - Report an injury](#)

[WCB - Employer Report of Injury](#)

[WCB - Worker Report of Injury](#)

[OHS - Report an incident](#)

[OHS - Serious injuries](#)

6. Obtain fitness-for-work information immediately following initial treatment

Have an information package ready for injured workers requiring medical treatment, including:

- A [notice to the injured worker](#) indicating what is expected of them, including attending treatments, regularly advising you of their fitness status and cooperating in return-to-work planning.

- A [fitness-for-work form](#) with notice to health care provider and medical release authorization.
- A list of available modified work duties and [physical demands analysis](#) of the worker's job duties to help determine their fitness for work.
- A WCB [Worker Handbook](#) (optional).

Though it's not required, consider using an [Occupational Injury Service \(OIS\) provider](#) for treatment immediately following an injury. OIS providers offer timely and appropriate medical care and disability management services specifically for work-related injuries.

7. Manage a safe and timely return to work at the earliest opportunity

When it's medically safe to do so, work with your injured worker, their health care provider and WCB to create safe return-to-work options that meet your worker's physical abilities. Suitable modified work will conform with work restrictions set out by your worker's health care provider. Modified work may include changes to workload or work hours, job tasks or functions, work area and/or environment, new assignment(s), cross-training or job shadowing.

Getting back on the job helps injured workers recover faster, regain their independence, and get back to real life. By adjusting your worker's job, you help them stay connected and contribute to your workplace.

Here are some tips to get you started with modified work:

- Have pre-determined light duties available to accommodate immediate return to work when possible.
- Use a written [modified work agreement](#) and send a copy to WCB.
- Remember to pay injured workers their pre-accident rate of pay while on modified work or advise WCB if that is not the case.

For more information about [formalizing a modified work plan](#), visit our website.

8. Advise WCB when your injured worker returns to work

If your worker lost time from work after their date of accident, notify us within 24 hours of your worker's return to work.

Workers and employers have rights, roles and responsibilities

Employers and workers have a shared duty to cooperate throughout the course of a claim, as outlined in legislation. This is a mutual responsibility between yourself as an employer, your worker and WCB.

As part of your shared duty to cooperate, workers and employers must:

- keep in regular contact with each other, with WCB and with health care provider(s).
- work together to get the worker back to work as quickly and safely as possible.

In addition, as an employer, you:

- must allow time for the treatment and/or rehabilitation required for your worker's successful return to work.
- must take any and all reasonable steps to provide safe modified work opportunities for your worker.
- cannot deduct the cost of WCB premiums from worker wages or from the benefits paid to workers.
- cannot discourage or impede a worker from reporting a work-related injury/illness.
- cannot directly pay for lost wages or medical aid resulting from a work-related injury/illness without WCB's knowledge or approval.
- cannot provide or ask a worker to provide false or misleading information about a claim.

And in addition, your injured workers:

- must participate in the treatment and/or rehabilitation required for a successful return to work.
- are expected to accept suitable modified work that fits with the physical limitations set out by their treatment provider(s).
- have the right to choose their own health care provider, though employers may request that a worker attend a health care provider or OIS clinic of the employer's choosing.

WCB's [disability management self-assessment](#) is a checklist to help you identify shortcomings in meeting legislated requirements, detect gaps in managing return to work and improve your injury management process.

If you'd like support to develop a modified work program, we can assist you. Contact us. We're here to help.



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1-866-922-9221 (within AB)
1-800-661-9608 (outside AB)



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