

On-site Health Centre Report

Workers must report all accidents to their employer and employers must keep a record of the accident. The Worker, employer and attending physician (or on-site health care provider) must report accidents to WCB if it disables or is likely to disable the worker beyond the day of accident.

What is the On-site Health Centre Report?

Employers can employ health care providers on-site to provide timely care to their injured workers. The On-site Health Centre Report obtains information from on-site health care providers who aren't medical doctors.

The On-site Health Centre Report is submitted to WCB within 48 hours of treatment. WCB needs to establish a file for the injured worker as soon as possible. Not submitting this form within 48 hours could delay decisions and affect the injured worker's entitlements.

When do I fill out the form?

You must fill out the form when any injured worker visits you with an injury that occurred while working, even when the injured worker is not an employee of your company.

Complete the On-site Health Centre Report when:

- As the health care provider, you have to place the injured worker on modified work beyond the day of injury.
- The injured worker is unable to work (lost time).
- The injured worker is potentially disabled.
- The injured worker will require on-going treatment.

If the professional skills of a health care professional are required, and a first aid practitioner could not have provided the care and evaluation, the treatment is not first aid and should be reported to WCB.

If I fill out an On-site Health Centre Report, is my employer required to fill out a Report of Injury?

Yes. All employers are required to fill out the Report of Injury form and submit it to WCB within 72 hours of the worker being injured.

Does WCB pay a reporting fee for an employer-provided health care service?

No, on-site health care providers do not receive payment for completing this form as they receive compensation directly from the employers for providing on-site health services.

