**What to do in Case of Injury / Illness**

When an injury / illness happens at work, you need to act fast and follow the appropriate steps to receive medical attention as quickly as possible to maintain employee safety. It is important to train employees on the proper incident reporting steps to ensure incidents are reported to the appropriate parties.

1. Take control of the scene. Identify any other immediate hazards and eliminate them if possible. It is important that everyone else is protected to ensure no additional casualties.
2. Provide first aid to the injured/ill employee. Determine the extent of the injury / illness and call for Emergency Medical Services (911) if required.
3. If the injury or illness is considered critical, as per Section 63 of the OHS Act (e.g., fall from heights, explosion, unconsciousness, fractures, etc.), notify the Department of Labour and Advanced Education immediately. Secure the scene and ensure nothing is moved or cleaned up prior to their arrival. See Appendix A for Section 63 of the OHS Act.
4. If the injury is a strain or sprain, encourage the employee to seek medical attention from an allied health professional such as a physiotherapist or chiropractor. WCB NS has a “Direct Access to Early Assessment of Strains and Sprains at Work”. This allows employees to have an assessment done by a physiotherapist or chiropractor early on, which typically results in a faster recovery.
5. Ensure the supervisor is notified of the incident so the investigation can begin.
6. Ensure whoever is responsible for coordinating the claim is notified so paperwork can be started.
7. Complete the incident investigation to determine causes and how to prevent recurrences. Review the investigation results with all employees to bring awareness to the measures being put in place to prevent similar occurrences.
8. Complete and submit the WCB Injury Report Form and submit it within five business days either online or fax it to them at 902-491-8001. This is for any claim that results in lost time or requires medical attention.
9. Offer the employee modified or alternate work to facilitate your return to work program.
10. Work with the injured employee, supervisor, and claim administrator to develop a modified or alternate work plan for their return to work. Be specific so that all parties know what the expectations are for this employee. Supervisor should check in with the employee on a regular basis to ensure the plan is not causing them additional discomfort. Adjust the plan, as necessary.
11. Stay in regular contact with the injured employee if they are unable to return to work right away. This keeps everyone involved in the claim management and the injured employee will feel supported through the process.
12. Work with the health care providers, Workers’ Compensation Board, and the employee to get the person back to their regular work routine as soon as it is safe for them.

**Appendix A**

**Occupational Health and Safety (OHS) Act - Section 63**

Notice of accident at the workplace

63 (1) The employer shall notify the Director

1. As soon as possible, but in no case later than twenty-four hours, after a fire, flood or accident at the workplace that causes
   1. unconsciousness,
   2. a fracture of the skull, spine, pelvis, arm, leg, ankle, wrist or a major part of the hand or foot,
   3. loss or amputation of a leg, arm, hand, foot, finger or toe,
   4. a third degree burn to any part of the body,
   5. loss of sight in one or both eyes,
   6. asphyxiation or poisoning,
   7. any injury that requires the admission to hospital, or
   8. any injury that endangers the life,

of an employee, unless the injury can be treated by immediate first aid or medical treatment and the person can return to work the following day;

1. as soon as possible, but in no case later than twenty-four hours, after
   1. an accidental explosion,
   2. a major structural failure or collapse of a building or other structure,
   3. a major release of a hazardous substance, or
   4. a fall from a work area in circumstances where fall protection is required by the regulations,

at the workplace, whether any person is injured or not; and

1. immediately when a person is killed from any cause, or is injured from any cause in a manner likely to prove fatal at the workplace.

(2) A true copy of the notice of accident required to be given by an employer to the Workers’ Compensation Board, pursuant to the Workers’ Compensation Act, may be delivered to the Director as sufficient notice pursuant to this Section if it is delivered within the time required in subsection (1).

(3) Where notice is required to be sent to the Director pursuant to this Section, the employer shall notify the committee or representative at the workplace, if any.