

A quarterly newsletter of the Employers' Advisers Office, Compensation Advisory Services, Ministry of Labour & Citizens' Services, Government of British Columbia. The Employers' Advisers Office provides advice, assistance, representation and training on all aspects of Workers' Compensation.

EAO Website: www.labour.gov.bc.ca/eao Related Websites: www.labour.gov.bc.ca www.worksafebc.com

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Advising and assisting employers of BC with workers' compensation matters since 1974



What to do when a worker is injured

As an employer, your responsibilities when a worker is injured on the job include:

Transporting the injured worker to the nearest location where medical treatment can be obtained. You are also responsible for paying for transportation.

Reporting the incident/injury to WorkSafeBC within three business days of the injury's occurrence or within three business days of you or your representative becoming aware of the injury.

Submit an [Incident and Injury Report](#) online or completing and sending the [Employer's Report of Injury or Occupational Disease](#) (Form 7) to WorkSafeBC.

Report fatalities and serious injuries immediately to the Prevention Emergency Line at 604 276-3301 in the Lower Mainland or toll-free 1 888 621-7233.

If the injured worker seeks first aid treatment from a first aid attendant, the attendant must complete a [First Aid Report](#) (Form 7A) or submit an [Incident and Injury Report](#) online. This doesn't include going to a doctor or hospital, which requires a Physician's Report (Form 8/11) to be filled out by the physician.



How do I know the contractor or subcontractor has WCB coverage? You can request a [clearance letter](#) that will tell you whether a firm, contractor or subcontractor is complying with WSBC registration and payment requirements at www.worksafebc.com or 1-888-922-2768.

WorkSafeBC Assistance is a Phone Call Away

Staffed with WCB specialists, the Employers' Advisers are ready to assist employers in all areas of Workers' Compensation. For assistance, advice, education (seminars) and representation where there is merit at no cost to employers, call an office near you toll-free.

Toolbox Meetings

can increase safety awareness and reduce workplace injuries. Use the checklist below as a general guide.



Choose a safety topic

- Choose a topic relevant to the work being performed.

Be prepared

- Inspect the jobsite for hazards related to your topic.
- Read over the material you plan to cover.
- Make sure you are familiar with any regulations, guidelines and company rules related to the day's topic.
- Review reports of recent accidents on the site, including "near misses."

Get employees actively involved in the meeting

- Choose a real-life example (case study) to talk about.
- Invite workers to ask questions and make suggestions related to the topic.
- Respond to questions that you can answer, and offer to find answers you don't know.
- Allow time at the end of the meeting for questions and suggestions on any safety issue.
- Ask for feedback about the meeting from those who attended.
- Involve employees in preparing for and/or leading future safety meetings.

Follow up

- Look into complaints, concerns, and suggestions that were brought up.
- Report back to employees to let them know what will be done.
- Keep good records of each toolbox meeting.



WorkSafeBC has developed some Toolbox Guides for the Construction industry to provide a simple, clear format for conducting effective toolbox talks. Check the guides out at www.worksafebc.com and type "toolbox" in the search bar to view the sample Toolbox Guides online. Always encourage safe work practices, set an excellent safety example and invite employees to report to their supervisor at any time with safety issues and suggestions.