Get First Aid, if necessary

**Worker Role**

**Employer Role**

Report the injury/incident

to your supervisor immediately

(before leaving the work place, if possible)

Seek timely medical treatment

and advise the doctor

you were hurt on the job

Provide a copy of the

doctor’s report to your employer

Complete a Form 6 and

submit it to WorkplaceNL

Work with employer to identify

potential accommodation

and develop RTW plan

Notify employer of any

concerns with the RTW plan

Provide feedback to your

employer regarding your

experience with RTW

Ensure employee gets

First Aid or medical

treatment if necessary

Immediately complete an incident/accident report and

forward Form 7 to WorkplaceNL

Ensure Form 6 is available and completed by employee

Work with employee to identify

potential accommodation

and develop an RTW plan

Inform co-workers of job

modifications, restrictions and

accommodations for returning

employees, as appropriate

Monitor recovery, attendance and

progress of injured employee

Report any payroll adjustments to

the Payroll Administrator

Notify employee of any concerns

regarding RTW plan

Provide feedback regarding your

experience with RTW

Comply with recommendations

of the treatment provider

**Work Related Absences**