

Quick facts:

Facts for return-to-work programs

Injury Reporting System

WorkplaceNL recognizes the importance of developing and implementing workplace-based return-to-work programs. These programs allow employers and employees to take a proactive approach in assisting injured workers to return to safe and productive work activities as soon as possible following an injury. An effective return-to-work program can provide many benefits to all partners in the return-to-work process.

Knowing what to do following an injury can have a significant impact on the final outcome for the injured person. Statistics show that workers who follow a consistent process following an injury usually recover from the injury and ultimately return to the workplace earlier. Minimizing the impact of workplace injuries can provide benefits to the worker and the employer from a social and financial perspective. Implementing an injury reporting system at the workplace provides a mechanism for managing injuries immediately and demonstrates an employer's commitment to assisting workers who have been injured at the workplace.

What is an injury reporting system?

An injury reporting system is a mechanism that provides clear and consistent direction and information to management and employees following a work-related injury. It can be in the form of a poster, policy or procedure. It is a step by step guide that outlines the roles and responsibilities of both the employer and employee after the injury has occurred. The injury reporting system must include the name(s) of persons who are responsible for acting on behalf of the company as well as information on where to get appropriate information and forms.

What should be the first response to an injury in the workplace?

The response to the injury should be immediate and appropriate to the severity of the injury. The first response is for a person who has the appropriate training to provide assistance to the worker and where necessary the employer is responsible for transporting the injured worker to appropriate medical care.

To whom should the injury/incident be reported to at the worksite?

All accidents/incidents should be reported immediately to a person(s) designated by the employer. This can include supervisors, occupational health and safety personnel, human resources representatives, immediate supervisor. Injuries that result in lost-time or require treatment from a medical professional must be reported to WorkplaceNL.

What forms must be completed following an injury and who is responsible for completing them?

Employers are required to provide a completed Employers Report of Injury Form 7 to WorkplaceNL within 72 hours after an injury has occurred.

Workers are required to provide a completed Workers Report of Injury Form 6 to WorkplaceNL as soon as possible following an injury.

Both the employer and the worker are jointly responsible for completing an Early and Safe Return-to-Work Plan and submitting it to WorkplaceNL within five days of receiving the functional abilities information, which has been provided by the health care provider on WorkplaceNL's Physicians Report Form 8/10.

Can an employer be penalized if forms are not submitted to WorkplaceNL?

Yes. Failure to report an injury within 72 hours may result in a financial penalty to the employer.

Can a worker be penalized if forms are not submitted to WorkplaceNL?

There are no financial penalties to workers for not reporting an injury to WorkplaceNL. However, Workers' Compensation benefits will not be provided to the worker without a form. Late reporting results in delays in the adjudication and may have a negative impact on claim adjudication. Early reporting is critical to effective recovery and return to work.

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How should staff be informed that the company has an injury reporting system?

An efficient and visible method to inform staff is to develop an injury reporting system poster and post it throughout all worksites. Be sure to include the names of the people to contact and where to get the appropriate forms. This may also be supplemented and reinforced by additional training sessions, staff meetings and orientation training. A sample injury reporting system poster is available at workplacenl.ca.

What are the benefits of having an injury reporting system?

Benefits to the Employer

- Minimizes the financial costs of workplace injuries.
- Assists in preventing future accidents/incidents.
- Meets the reporting requirements of the *Workplace Health, Safety and Compensation Act*.
- Ensures consistency in injury reporting.
- Enhances communication with the worker.

Benefits to the Worker

- Ensures that prompt medical treatment is obtained.
- Maintains a connection with the workplace.
- Reduces wait time for eligible benefits.
- Enhances communication with the employer.

Your PRIME Readiness CHECKLIST

An injury reporting system is required by all employers meeting the requirements of PRIME

- Does the business/organization have an Injury Reporting system?

Criteria

- The Injury Reporting system must:
 - Outline the steps to be taken following an injury.
 - Be communicated to all employees.
 - Include the name(s) of designated person(s) to whom all injuries must be reported.
 - Include a reference to how the employer will transport an injured worker to appropriate medical

care as per section 87 of the *Workplace Health Safety and Compensation Act*.

- Reference the requirement to submit the appropriate forms to WorkplaceNL.
- Reference the requirement for an injured worker to return a copy of the Physician's Report Form 8/10 or Chiropractor's Report Form 8/10C to the employer.
- The organization must keep paper or online copies of WorkplaceNL's Forms 6, 7 at all worksites.
- The organization must keep paper or online copies of WorkplaceNL's Early and Safe Return-to-Work plans or alternate forms acceptable to WorkplaceNL at all worksites.

For more information on return to work program injury reporting please contact

St. John's	t 709.778.1000	t 1.800.563.9000
Grand Falls-Windsor	t 709.489.1600	t 1.800.563.3448
Corner Brook	t 709.637.2700	t 1.800.563.2772