



WORKPLACE INCIDENT REPORTING SUPERVISOR CHECKLIST

It is the supervisor's responsibility to report all workplace incidents to Safety Resources within 24 hours. In the event the incident results in medical treatment or worktime loss, the supervisor must also report the incident to the University of Saskatchewan WCB Support Team, and the Worker's Compensation Board (WCB) within 5 calendar days of learning of the incident. Below is a list to help you with this process. More information can be found on the [Safety Resources](#) website under WCB. Additional support is available from the WCB Support Team and your HR Strategic Business Advisor (SBA).

- Important Contacts:**
- WCB Support Team at wcb.support@usask.ca (Ph: 306-966-8707; Fax: 306-966-8394)
 - The Worker's Compensation Board (WCB) at forms@wcbask.com (Fax: 1-888-844-7773)
 - Pay Action Support - ConnectionPoint, ask for Data Processing (Ph: 306-966-2000)

WHEN AN EMPLOYEE IS INJURED AT WORK AND HAS NOTIFIED THEIR SUPERVISOR:

If **First aid** is administered:

- Ensure medical treatment is not required.
- Assist employee in filling out a Safety Resources [Incident Report](#). Use their NSID.
- Complete the Supervisor Section on the Incident Report. You will be notified if anything further is required.

If **Medical Treatment** is sought:

- For emergencies, call 911, or 9-911 from a campus landline, or take the employee directly to RUH emergency.
- For non emergencies, send the employee to a healthcare provider the day of the injury, provide a [Physical Assessment Form](#).
- Call or email WCB Support Team to report the incident as soon as possible.
- Assist the employee in filling out an [Incident Report](#). Use their NSID.
- Complete the Supervisor Section on the Incident Report. You will be notified if anything further is required.
- Complete WCB E1 & W1 Forms and submit with the Physical Assessment Form to both the WCB Support Team and the WCB.

No Work Time is Lost and the employee can return to work the next day or sooner:

- Once the above forms are submitted, the incident will be on file with the WCB Support Team and the WCB.

Work Time is Lost other than the day of the incident: (due to the workplace injury)

- The employee must see a healthcare provider if they have not done so already.
- CUPE employees** – must be removed from pay the first full day off. Do not use sick time.
 - If you submit eForms – use Leaves-WCB,
 - If you submit EJS's – ensure your pay administrator submits the appropriate pay actions,
 - Return employee back onto pay their first day back - submit an eForm (Return an Employee from Leave), or EJS.
- Eligible ASPA, Exempt or Research employees** - remain on payroll the first 90 calendar days of the incident.

Modified Return to Work Schedules:

- Identify/create modified work duties for the employee.
- Forward Gradual Return to Work Schedules to the WCB Support Team, the WCB and ConnectionPoint (through the eForm or EJS already submitted). Claims >10 days worktime lost are transferred to Wellness Resources.

Medical Appointments: (general practitioner, physiotherapy and chiropractor)

- Complete a Time Loss for Medical Care Form (EMT) indicating all appointments attended by the employee.
- Submit to both the WCB Support Team and WCB.
- Employees at work will continue to be paid by the university. No pay adjustments are required. Do not use sick time.

WCB's Decision Letter: (accepted/denied):

- For claims with worktime lost, inform ConnectionPoint of WCB's decision through the eForm or EJS already submitted.
- Should the claim be denied, employees will have a chance to appeal the decision and/or review options with their HR SBA.

