

WORKPLACE INCIDENT REPORTING SUPERVISOR RESPONSIBILITIES

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: (no professional medical treatment is required and no worktime is lost)

- First, ensure professional medical treatment is not required. If it is required, go to the next paragraph, 'Medical Treatment'.
- Assist the employee in filling out an Incident Report found on the [Safety Resources](#) website. Use their NSID.
- You will receive an email notification regarding the Incident Report. Follow the link and complete the Supervisor Section.
- The WCB Support Team will process the incident and notify you if anything further is required.

If **Medical Treatment** is sought: (employee requires professional medical treatment)

- For emergencies, call 911, or 9-911 from a campus landline, or take the employee directly to RUH emergency.
- For non emergencies, the employee is required to see a healthcare provider on the day of the injury. Provide them with a [Physical Assessment Form](#) for the healthcare provider to identify any work restrictions/limitations due to the injury. The employee is to return this form back to you to submit with the WCB forms (E1 & W1) noted below.
- If the employee's healthcare provider is unavailable, send them to the nearest [walk-in clinic](#).
- Call or email the WCB Support Team to make them aware of the incident as soon as possible.
- When the employee returns, help them complete an Incident Report found on the [Safety Resources](#) website. Use their NSID.
- You will receive an email notification regarding the Incident Report. Follow the link and complete the Supervisor Section.
- The WCB Support Team will forward an email including the WCB Employer's & Worker's Initial Report of Injury Forms (E1 & W1) with instructions. See also 'Forms-How to' on the [Safety Resources](#) website under WCB.
- Submit the forms (E1, W1 & Physical Assessment) in one email to both the WCB Support Team and the WCB, or fax.
- The WCB Support Team will process the incident and notify you if anything further is required.

No Worktime 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.

Worktime 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. See 'Medical Treatment' above.
- CUPE employees must be removed from pay the first full day off to avoid an overpayment. WCB will pay the employee directly once the claim is accepted. 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 the employee back onto pay the first day they are back to work by submitting an eForm (Return an Employee from Leave), or EJS.
- Eligible ASPA, Exempt or Research employees – will remain on payroll the first 90 calendar days of the incident.

A Modified Return to Work Schedule is required: (refer to the restrictions/limitations provided by the healthcare provider):

- Identify/create modified return to work duties for the employee:
 - Start in your area. Look for duties the employee can do within their restrictions/limitations (no lifting, kneeling, etc),
 - Ask your manager/department if they can provide meaningful work that is within the employee's restrictions,
 - Contact WCB Support Team if you require additional support through this process.
- Forward Gradual Return to Work Schedules to the WCB Support Team, the WCB and ConnectionPoint (use the eForm or EJS already submitted regarding the employee's claim).
- Claims with >10 days lost time will be transferred to Wellness Resources for continued support.

Medical Appointments are covered by the WCB if the claim is accepted: (general practitioner, physiotherapy and chiropractor):

- List all appointments attended by the employee on a Time Loss for Medical Care (EMT) Form. Request one from the WCB Support Team if needed. Instructions will be provided. See also 'Forms-How to' on the [Safety Resources](#) website under WCB.
- Submit the form in one email to both the WCB Support Team and the WCB, or fax.
- Employees back at work will continue to be paid by the university for time spent at appointments. No pay actions are required. Do not use sick time.

WCB's Decision Letter will be forwarded to you: (indicating the employee's claim has been accepted/denied)

- For claims with worktime lost, inform ConnectionPoint of WCB's decision through the eForm or EJS already submitted regarding the employee's claim. Do not forward the letter due to the confidential content.
- Should the claim be denied, employees will have a chance to appeal the decision and/or review options with their HR SBA.

