



What type of incidents do we need to report?

A reportable injury is an injury arising out of and in the course of employment, or which is claimed by the worker to have arisen out of and in the course of employment, where one of the following conditions is present or subsequently occurs:

- The worker loses consciousness following the injury.
- The worker is transported or directed by a first aid attendant or other employer representative to a hospital or other place of medical treatment, or is recommended by such persons to go to such place.
 - The injury is one that obviously requires medical treatment.
 - The worker has received medical treatment for the injury.
 - The worker is unable or claims to be unable by reason of the injury to return to his or her usual job function on any working day subsequent to the day of injury.
 - The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures or a hearing aid.
 - The worker or WorkSafeBC has requested that an employer's report be sent.

Where none of the conditions listed above are present, an injury is a minor injury and not required to be reported to WorkSafeBC unless one of those conditions subsequently occurs.

Incident and injury reporting for employers

What are my responsibilities when a worker is injured?

If a worker is injured on the job, as the employer, your responsibilities 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.
- Submitting an [Incident and Injury Report](#) online or completing and sending the [Employer's Report of Injury or Occupational Disease](#) (Form 7) (PDF 81kb) to WorkSafeBC.
- If the worker received first aid, the first aid attendant must complete a [report online](#) or submit a [First Aid Report](#) (Form 7A) (PDF 77kb).
- You must report fatalities and serious injuries immediately to our Prevention Emergency Line at 604 276-3301 in the Lower Mainland or toll-free 1 888 621-7233.

Incident and injury reporting for workers

What do I do if I'm injured at work?

After an injury you must:

- Report your injury to your employer as soon as possible.
- Seek medical attention for your injury. If you need an ambulance or transportation from your workplace to your doctor's office or the hospital, your employer is required to pay those costs. Be sure to tell your doctor that your injury is work related.
- Report your injury to WorkSafeBC by filling out and sending an [Application for Compensation and Report of Injury or Occupational Disease](#) (Form 6) to WorkSafeBC. If a WorkSafeBC staff member asks you to complete this form at any time it is important that you do so and return it as soon as possible.