[**WorkSafeBC**](https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness) is the body in British Columbia that oversees health care and wage loss benefits when they determine a workplace incident/workplace disease has happened.

We need to start a claim with them if you might be missing time from work (beyond the day of injury) and/or seeking medical attention.

**WSBC adjudicates claims on 3 pieces of information:**

a. Worker report of injury (your phone call and details)

b.           Employer report of injury

c.            Medical report of injury/illness from a physician

**What to do when you’re injured**

**Immediately:**

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| 1. Go to first aid for treatment |
| 1. Notify your Administrator/Manager |

**Modified Duties/Recover at Work**

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| 1. In following [WorkSafeBC’s Recovery at Work guidelines](https://www.worksafebc.com/en/claims/recovery-work), the employer needs to offer suitable modified duties for injured workers if they are unable to return to work after injury. |
| 1. Connect with your supervisor or the District Health & Well-being Advisor to discuss what duties you can perform at this time with your current injury |
| 1. If you are **unable** to manage full-time hours or duties, please have your physician complete the Functional Abilities Form - after they assess you, they will indicate:    1. Unable to return to work    2. Able to return to pre-injury work    3. Able to return to work with modified duties (IE: reduced hours, or duties)   **Submit the completed form to your supervisor and work together to develop a recovery at work plan with the recommendations provided**  **\*\*You will be reimbursed up to $50 for completion of the Recover at Work- Fitness Assessment form.** |
| **Note: Introduced as part of the B.C. government's Bill 41, effective January 1, 2024, employers, and workers have a legal duty to cooperate in a timely and safe return to work.**  **What does this mean for workers?**  Workers and employers have mutual obligations under the duty to cooperate. The worker must maintain open lines of communication both with the employer and with WorkSafeBC.  The worker must also work with the employer to identify suitable modified job duties. If the worker can no longer perform their pre-injury duties but is otherwise fit to work in another capacity, they must not unreasonably refuse suitable with when it has been available by the employer.  *Refer to the attached WorkSafe BC Worker Fact Sheet for further information.* |

**If you miss time from work or seek medical attention:**

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| 1. Notify WorkSafeBC: Call 604-231-8888 or submit online at [**WorkSafeBC**](https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness) |
| 1. Complete a worker report of Injury (6A) form and submit it to your Administrator/Supervisor |
| 1. If you seek medical attention beyond first aid or miss time from work – Have your treatment provider complete the attached Functional Abilities Assessment form |
| 1. You may be requested to participate in the incident investigation by your Administrator/Supervisor - (As per the WorkSafe BC requirement) |

**Wage Loss and Absence**

* The first day of absence due to a workplace injury is paid for by the district
* Sick days are used until your claim validity is determined by WorkSafeBC.
* Once WorkSafe has adjudicated the claim, they will either approve or deny a claim.  This can take several weeks.
* When a claim is approved, the following occurs:
  + WorkSafe notifies the district and employee of their decision.
  + WorkSafe sends the payroll department a cheque for the approved absence.
  + Sick days are replace.
* When a claim is denied, you will be coded as sick leave for the full duration of the leave.  If you do not have sick leave credits, you can apply for SIP.