

Employee Incident/Injury Reporting Process

Incident/injury/exposure occurs at work

- Report to the First Aid Attendant
- After hours, to the Site Manager/Principal by phone
- Within three hours of the incident/injury/exposure

- Complete a WCB Form 6A
- Submit form to Site Manager/Principal

Employees who miss work beyond the day of injury can call WCB using teleclaim by calling toll free at 1-888-967-5377.

*Using teleclaim does not mean the employee has reported to the employer.
The Form 6A must still be completed and sent in to the Secretary-Treasurer's Office.*

- Immediate investigation of incident by Administration/Site O.H. & S Committee as required
(With serious accidents, accidents resulting in medical attention and/or near miss incidents)
- Recommendation(s) for corrective action submitted to Secretary-Treasurer's Office.