



# Safety Talk



## Injury and Reporting

If you are injured on the job, there are important steps that must be taken.

### DEFINITION

**INJURY** – A physical or functional abnormality or loss which results from an injury and any psychological damage arising from the abnormality or loss

**ILLNESS** – A disease resulting from exposure to a substance relating to a particular process, trade or occupation in an industry

### When to Report

#### An injury where only First Aid is required

The worker is to seek First Aid, once First Aid has been given then the worker is to complete an illness/injury Report Form with their Manager or Supervisor. If no other First Aid or Medical Aid is required, then the Form is to be filed with a copy going to the Health and Safety Representative or Joint Health and Safety Committee for review.

#### An injury where Medical Aid is required

The worker is to seek First Aid, once First Aid has been administered it will be determined whether the worker must seek Medical Aid immediately. If Medical Aid is required immediately, the employer will make arrangements for transportation to a treating facility. If possible the Manager or Supervisor is to complete the Illness/Injury Report Form with the worker. The Illness/Injury Report Form must be completed the day of the injury or the next day. A copy of the Form is to be filed with a copy going to the Health and Safety Representative or Joint Health and Safety Committee for review. The Health and Safety Representative or Joint Health and Safety Committee will be notified immediately if the injury or illness requires an investigation as per the company's Incident Investigation Policy.

If you have any questions regarding this information, please see your immediate supervisor or manager



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