

# WHEN AN ACCIDENT HAPPENS

Workers and employers have responsibilities

## WHAT WORKERS MUST DO

Report the accident to your employer as soon as possible and before leaving the workplace, following the workplace procedure set by your employer for accident reporting.

If you have sought medical attention, advise your health-care provider (doctor, for example) that the injury or illness is work-related.

If you wish to apply for workers' compensation benefits (for wage replacement and/or medical treatment), complete the *Application for Workers' Compensation Benefits* at [worksafenb.ca](http://worksafenb.ca).



## WHAT EMPLOYERS MUST DO

Establish a workplace procedure informing workers of their requirement to notify you of any accident before leaving the place of employment.

If an accident happens, you must:

- Provide first aid
- Maintain a logbook of all injuries requiring first aid treatment.
- When medical attention beyond first aid is needed, ensure that the emergency transportation procedure is followed.

Notify **WORKSAFENB IMMEDIATELY** to report the following incidents:

- Any accidental explosion or exposure to a biological, chemical, or physical agent, whether or not a person is injured
- Any catastrophic event or equipment failure that results, or could have resulted, in an injury
- Worker admission to a hospital facility as an in-patient
- A loss of consciousness
- Burns requiring medical attention beyond first aid treatment
- Fractures (other than to fingers or toes)
- Loss of vision in one or both eyes
- Deep lacerations requiring medical attention beyond first aid treatment
- Amputations
- Fatalities

For immediate notification, call 1 800 999-9775 and provide incident details.

If the employee becomes injured or ill from the incident, requiring time away from work or medical treatment beyond first aid, complete the *Employer Report of Injury or Illness* at [worksafenb.ca](http://worksafenb.ca).

You have three days to file the report from the date of the accident/injury; date of the diagnoses of illness; or date your employee reported the injury or illness to you.



1 800 999-9775  
[worksafenb.ca](http://worksafenb.ca)