

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 (a physician, for example) that it is a workplace injury.

To file a claim, complete a **Form 67 – Report of Accident or Occupational Disease** with your employer.

The **Form 67** must be received within three days of the workplace accident. Learn more about accident reporting at 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

IMMEDIATELY CALL 1 800 222-9775

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

If the worker has sought medical attention and/or has missed time from work, **YOU MUST COMPLETE A FORM 67.**

You may submit the form online at worksafenb.ca/electronic-form-67 or by fax at 1 888 629-4722. All forms must be received within three days of the workplace accident.

1 800 222-9775
worksafenb.ca