

## WHEN AN ACCIDENT HAPPENS AT WORK...

### 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) it is a workplace injury.
- To file a claim, complete a **Form 67 – Report of Accident or Occupational Disease** with your employer and send it to WorkSafeNB.

### What employers must do:

- Provide first aid and maintain a logbook of treatment. Provide transportation if medical attention beyond first aid is needed.
- Notify WorkSafeNB IMMEDIATELY if an accident causes a loss of consciousness, a fracture (other than to fingers or toes), a burn that requires medical attention, loss of vision, a deep laceration, amputation, in-patient admission to hospital, or death. Also IMMEDIATELY report any accidental explosion or exposure to biological, chemical or physical agent and any catastrophic event or equipment failure that results, or could have resulted, in injury. Immediate notification can best be made by calling 1 800 222-9775, indicating: location; name of person injured, if applicable; employer name; contact person; and brief description of the incident.
- Complete a **Form 67 – Report of Accident or Occupational Disease** for all accidents that may entitle the worker to compensation or medical aid. WorkSafeNB encourages employers to submit the form online at [worksafenb.ca/electronic-form-67](https://worksafenb.ca/electronic-form-67). Employers may also submit a Form 67 by fax at 1 888 629-4722. All forms must be received within three days of the workplace accident.