

Employer's Responsibilities

If your employee suffers a workplace injury, you must report it to the WSCC. Here's a checklist of what you need to do:

- Get the employee immediate medical attention, if necessary. You must provide the injured worker with transportation if they require it.
- Follow the steps on the front page to determine the right course of action.
 - Not completing and submitting your **Employer's Report of Injury** form to the WSCC within three days may result in penalties.
 - You must keep record of all injuries for a period of three years.

DEFINITIONS:

Dangerous Occurrence: a major incident not resulting in injury or death. For example, you are driving a motor vehicle and are involved in an accident, but no one is hurt. Serious injury could have occurred, and may if the accident happens again. Refer to Section 16.01 of the *Mine Health and Safety Regulations* for a full outline of what constitutes a dangerous occurrence.

Reportable Incident: an incident involving serious injury or death. Refer to Section 16.01 of the *Mine Health and Safety Regulations* for a full outline of what constitutes a reportable incident.

IMPORTANT INFORMATION

What are my safety responsibilities as an employer?

You must:

- provide a safe workplace;
- provide equipment and machinery of a safe design and in safe condition;
- appoint competent supervisors who set performance standards and ensure workers follow safe work procedures;
- inform workers of their rights, responsibilities, and duties;
- provide adequate job training;
- train workers on any potential hazards; how to safely use, handle, store, and dispose of hazardous substances; and how to handle emergencies;
- supply personal protective equipment and make sure workers know how to safely and properly use it;
- support and participate in an Occupational Health and Safety Committee;
- meet first aid standards; and
- report workplace incidents and injuries to the WSCC.