

Worker's Responsibilities

REPORTING AN INJURY

If you get injured at work, you must report it to your employer and the WSCC. Here's a checklist of what you need to do:

- Get immediate medical attention if necessary. *Your employer must provide transportation if you need it.*
- Tell your health care provider you were hurt at work. Ask them to send the appropriate medical reports to the WSCC.
- Tell your employer you are hurt. Ask your employer to send their completed **Employer's Report of Injury** form to the WSCC within three days of your incident (as per legislation).
- Complete the **Worker's Report of Injury** form and send it to the WSCC as soon as possible, or use our Tele-claim service to file over the phone with a Claims Representative.

DID YOU KNOW?

We offer Tele-claim services. Call us at 1-800-661-0792 in Northwest Territories and 1-877-404-4407 in Nunavut to file your claim over the phone with one of our Claims Representatives.

CONTACT US:

Need help filling out the form, or have questions? Contact us!

Northwest Territories

Phone: 1-800-661-0792

Email: nwtclaimsservices@wsccl.nt.ca

Nunavut

Phone: 1-877-404-4407

Email: nuclaimsservices@wsccl.nu.ca

FAQ

What is the difference between First Aid and Medical Aid?

First aid refers to help given to an injured person until full medical aid is available or required. Medical aid refers to seeking additional care (beyond first aid) from a health care provider (e.g., Doctor, Nurse, Physician's Assistant, or Psychologist).

If you receive first aid you must let your employer know that you were injured at work. They must fill out an **Employer's Report of Injury** form and keep it on file for three years. The WSCC only needs the **Employer's Report of Injury** form if criteria in WSCC *Policy 11.02; Reporting an Injury, Disease or Death*, are met.

What are my safety responsibilities on the job?

You must:

1. do your job safely and follow health and safety rules;
2. ask for training if you need it;
3. use personal protective equipment when required;
4. report all injuries meeting the criteria to your employer and the WSCC; and
5. receive first aid and report medical treatment.

WORKERS' ADVISOR OFFICE

The Workers' Advisor Office is an independent resource, separate from the WSCC, that can answer questions and explain the claims process. You can contact them at:

Web: workersadvisor.ca