

USASK WORKPLACE INJURY REPORTING PROCESS

to be followed by all USASK medical residents if injured at work.



Resident is injured at work

When a resident is injured at work they are responsible to notify their supervisor immediately!



Is medical treatment required?

NO

YES



24 HOURS



First aid may be administered but no follow-up medical care



Resident must complete the USASK **Safety Incident Report** (online)



1-2 DAYS



RESIDENT receives medical treatment by a medical provider

- Supervisor ensures the employee has the **Injured Worker Assessment (IWA)** form to be completed by the medical provider
- Supervisor notifies wcb.support@usask.ca, Program Director and Chief Resident of injury as soon as possible



THE RESIDENT:

- returns **IWA** to supervisor immediately after medical appointment
- completes the online **Safety Incident Report**
- completes a **W1 form (WCB Worker's Initial Report of Injury)**
- Sends a copy of the Incident Report to the Program Director



THE SUPERVISOR:

- completes **E1 form (WCB Employer's Initial Report of Injury)**
- forwards both **E1** and **W1** to wcb.support@usask.ca and PGME office
- responds to the online **Safety Incident Report**



MEDICAL PROVIDER authorizes **Return to Work (RTW)**



MEDICAL PROVIDER identifies

- limitations
- gradual RTW
- lost-time injury



THE PROGRAM & PGME:

- works with **Safety Resources** – **WCB Support team** to facilitate a safe RTW
- ensures ConnectionPoint is aware of required pay actions



+3 DAYS



Safety Resources-WCB Support team completes incident follow up.



Workers Compensation Board

- assesses injury claim
- forwards decision to employee and **Safety Resources – WCB Support team** who manages the claim on behalf of USask