Workers who sustain a job-related injury or illness, regardless of seriousness, are required to immediately report it to the first aid attendant for treatment and recording and must also report it to their immediate supervisor. If medical treatment is required, employees are entitled to choose their own medical practitioner. A [WorkSafeBC Form 6A](http://www.worksafebc.com/forms/) must be completed by any worker injured on the job and submitted to **COMPANY NAME** at the earliest opportunity.

The first aid attendant is responsible for first aid treatment of injured workers until medical aid is available. Supervisory personnel will not attempt to overrule the first aid attendant’s decisions related to first aid or emergency transportation.

Injuries that arise as a result of employment with the company will be reported to WorkSafeBC by the employer within three business days by submitting [WorkSafeBC Form 7](http://www.worksafebc.com/forms/) if any of the following conditions occur:

* The worker loses consciousness following the injury.
* The worker is transported to or directed to go for medical treatment.
* The injury is one that obviously requires medical attention.
* The worker states that he or she intends to seek medical attention.
* The worker has received medical treatment for the injury.
* The worker is unable or claims to be unable to return to his or her usual job as a result of job-induced injury, on any workday subsequent to the day of injury
* The accident results in or is claimed to have resulted in the breakage of eyeglasses, dentures, hearing aids or prosthetic devices.
* WorkSafeBC or the worker requests that an Employer’s Report of Injury or Occupational Disease (Form 7) be submitted to WorkSafeBC.

**Disclaimer:** This resource is intended for guidance and employers are advised to customize this document or design their own to meet their business needs and legal obligations. Once customized from its original content this disclaimer may be removed to function as part of your Safety Program. This resource does not relieve persons using it from their responsibilities under applicable legislation. If you need assistance contact us at www.AgSafeBC.ca