Employee Process- Reporting A Workplace Injury/ Violent Incident Report Injury Report Absence Injury/ Incident Occurs **Notify Supervisor** Report to WorkSafe (& Violent Incident if applicable) (if applicable) Report to First Aid Injury occurs (or designate) Complete Form 6(a) "Worker's Report to Supervisor No Report of Injury or Medical (Provide original copy Occupational Disease to attention ofform(s)) Employer" required? Call WorkSafe TeleClaim (1-888-Violent Time Loss? 967-5377) or Incident? complete Form 6 online/ fax Yes Yes Complete Violent Incident 'Workplace Violent Log via Web Portal occurs (NO INJURY) Incident Report as "Sick (5+ Days)" Form" and submit medical note to HR FIRST AID SITE SUPERVISOR **ATTENDANT RESPONSIBILITES** RESPONSIBILITES (Click Here) (Click Here)