

## *Health and Safety Committee*

PRSTA Representatives on the District Health and Safety Committee:

Connie Clark  
Sandy O'Donovan

### What to do if you are injured at work (or near miss)

1. As soon as practicable after the injury occurs or occupational disease is contracted, report to the employer. The worker must complete a "Workers' Report of Injury or Occupational Disease to Employer" (Form 6A which is available online at [www.worksafebc.com](http://www.worksafebc.com)) and submit to the employer. On both pages of Form 6A write **"The worker requests a copy of the employer's report be sent to the Workers' Compensation Board."** In accordance with BCTF policy 13.D.08 forward a copy to the local teachers' association office.
2. Report the injury to the first aid attendant, if applicable.
3. Attend an appointment with an appropriate health care professional as soon as possible. Advise the health care professional that the injury/disease is workplace related.
4. Although there is one year in which to file a claim, the WCB Regulation specifies that as soon as is practicable after an injury occurs or an occupational disease is contracted it must be reported to the employer. Unnecessary delays in reporting have often resulted in denial of claims.
5. Call Teleclaim – 1-888-967-5377. Ask the operator to send you a copy of the report once it is completed.

**As soon as a decision letter is received from WCB contact the BCTF advocate, Patti McLaughlin, at 604-871-1890, or 1-800-663-9163 local 1890, or email [pmclaughlin@bctf.ca](mailto:pmclaughlin@bctf.ca).**