

Understanding WorkSafeBC's Injury Reporting Procedures



FACT SHEET #20

This document outlines the reporting procedures required by WorkSafeBC when a worker is injured at work. It explains what forms need to be completed, when they are required, who is responsible for submitting them, and how to stay compliant. This document is designed to remove confusion and help production teams respond correctly and quickly when injuries occur.

WorkSafeBC requires injury reporting to:

- Ensure injured workers receive proper care and benefits
- Identify potential workplace hazards
- Support investigations into serious incidents
- Fulfill legal requirements under the Workers Compensation Act and Occupational Health and Safety Regulation

This guide includes:

- A breakdown of key forms: First Aid Report, Form 7 - Employer's Report of Injury or Occupational Disease, Form 6 - Worker's Report of Injury, and the Employer Incident Investigation Report (EIRR)
- A step-by-step injury reporting flowchart
- Definitions of minor vs. medical vs. serious injuries
- Timelines and responsibilities for each report

FORMS

First Aid Record

- **What:** Record of any first aid given
- **When:** Every time first aid is provided
- **Who:** First Aid Attendant
- **Where:** Kept by employer; not submitted unless requested
- **Timeline:** Complete immediately, retain for 3 years

Form 7 – Employer's Report of Injury or Occupational Disease

- **What:** Employer report to WorksafeBC for insurance purposes
- **When:** If a worker misses work, requires or is recommended to receive further medical

treatment beyond first aid or has medical cost associated with the injury

- **Who:** Authorized employer rep (payroll, safety, UPM)
- **Where:** Online, mail, or fax
- **Timeline:** Within 3 business days of learning about the injury

Form 6 – Worker's Report of Injury

- **What:** Worker's personal account of how the injury happened
- **When:** Recommended anytime Form 7 is submitted
- **Who:** Injured worker
- **Where:** Online, by phone, or mail
- **Timeline:** As soon as possible



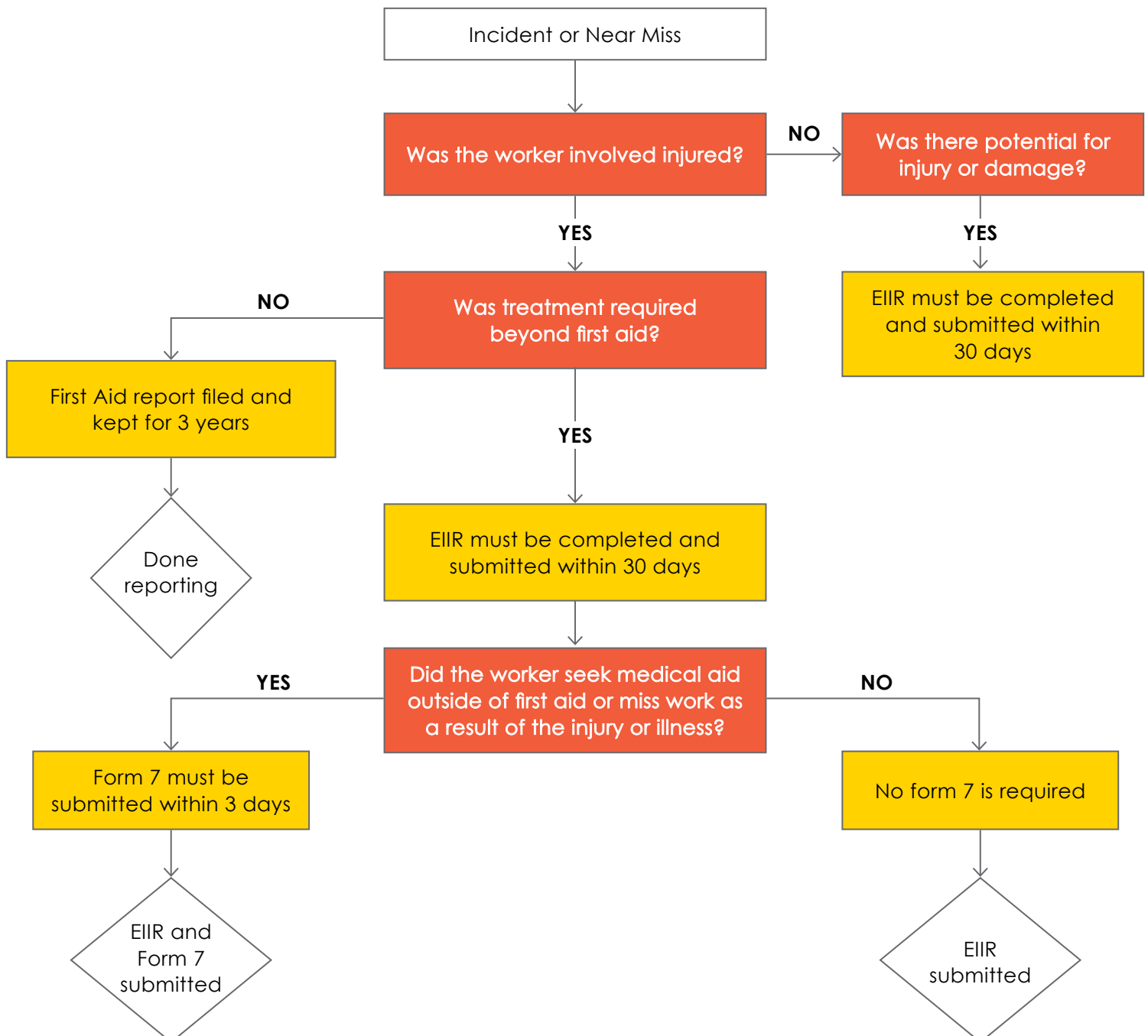
EIRR – Incident Investigation Report

- **What:** Investigation into the cause of an injury or serious near-miss
- **When:**
 - Worker required treatment beyond first aid
 - Serious injury occurred
 - High risk of serious harm (e.g., fall, explosion, electrical)

- **Who:** Safety or employer rep + worker/JHSC rep
- **Where:** Submitted to WorkSafeBC (online, fax or email to specific officer if applicable)
- **Timeline:**
 - Preliminary within 48 hrs (if requested)
 - Full report within 30 days

WORKPLACE INCIDENT & INJURY REPORTING PROCESS

Note: Union collective agreements have additional requirements to submit the EIRR and Form 7.



ACCESSING & USING WORKSAFEBC ONLINE SERVICES PORTAL

The WorkSafeBC online portal provides access to essential reporting tools.

You can:

- Submit Form 7's by going to "Report an injury"
- For serious incidents or near-misses, you can submit an Employer Incident Investigation Report (EIRR) under "Report an incident".
- Claim decisions and letters can be found in "My claims"
- And access to many other features

How to Access the Online Portal

- Visit: online.worksafebc.com
- Click "Sign up for online services"
- Choose Employer and use your WorkSafeBC account number
- Create a profile and set up login credentials

You'll Need:

- WorkSafeBC account number
- Company legal name
- Email and contact phone number

RELATED RESOURCES

- [Form 55B23: First Aid Record](#)
- [Form 6A: Worker's Report of Injury or Occupational Disease To Employer](#)
- [Form 7: Employer's Report of Injury or Occupational Disease](#)
- [Form 52E40: Employer Incident Investigation Report](#)

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