



Manager's Quick Guide to Work-Related Injuries

1. Provide Employee with WCB Employee Form (Form 6) and ensure they seek medical attention if necessary. Have employee enter an Employee Event on PSMS and provide assistance as needed.
2. Complete WCB Employer Form (Form 7) - mandatory within 72 hours - (Fillable form available online: <http://wcb.pe.ca/form7>)
3. Photocopy your completed Form 7 and keep copy for your records.
4. Now you must submit the Form 7 (and Form 6 if available) to **two separate places**.
 - a. **WCB**- via fax, mail or in person (fax is preferable to ensure a timely receipt of forms, fax #: 902-368-5696).
 - b. **Health PEI Wellness & Safety Team**- email to wcbforms@ihis.org . Subject line must include: First and Last *Name of Employee plus your Site (i.e. Mary Smith, PCH)*.
5. Document any follow up you have conducted on the Employee Event in PSMS. See Employee Event Reporting policy for individual incident level procedures.

Tips for Completing WCB Form 7's

Section 1 - Ensure you check the appropriate box if employee has lost time, no lost time or unknown

Section 2 – Be sure to include the site name in Employer Firm Name (i.e. Health PEI – PCH)

Section 2 - Health PEI's WCB Firm Number is 21258, WCB operation number is 1

Section 14 – Check boxes with “yes” when asked about supporting modified duties or ease-backs

Section 14 – The contact name for “Return to Work Planning” should be the employee's manager or supervisor

Questions: Contact your Employee Abilities Consultant:
<https://src.healthpei.ca/employee-abilities-return-work-and-accommodation>