

To prevent work-related injuries, you are required to:

1. Use any and all of the injury prevention training you have been taught (TLR, SMART, Workstation Ergonomics, WHMIS, etc).
2. Notify your manager if you have not received injury prevention training.
3. Check your work area for hazards - report any hazards you find to your supervisor immediately.
4. Keep your work area free of clutter.
5. Use any mechanical lifting and moving equipment that is available to you.
6. Inspect equipment before using it.
7. Use and maintain your personal protective equipment.
8. Wear footwear appropriate for your work area and weather conditions.
9. Follow safe work procedures. Don't take shortcuts to save time - rushing increases the risk of accidents.
10. Work carefully with attention to the quality of your work versus the speed of your work.

If you get injured at work or your work causes physical symptoms:

1. Report your injury/symptoms to your supervisor as soon as possible.
2. Seek medical attention:
 - a. for injuries, seek first aid/medical attention immediately
 - b. for symptoms, consult your physician
 - c. inform your treating physician that your injuries/symptoms may be work related.
3. Record the incident/problem on the electronic Provincial Safety Management System (PSMS) in the "Employee Event" category by the end of your shift or within 24 hours.
4. Fill out and submit the appropriate Workers Compensation Board form(s) to WCB:
 - a. Worker Report (Form 6) - for all injuries (available on the WCB website - www.wcb.pe.ca)

- b. Progressive Injury Questionnaire - if your symptoms have developed over a period of time, you must also complete this questionnaire (available on the WCB website).
 - c. Make copies for your own records and advise your supervisor of any forms that have been completed and sent.
5. If you miss time from work, complete a Leave of Absence form and submit it to your supervisor.

It is up to you to determine if your symptoms warrant seeking medical advice and filing a WCB claim. Filing a claim for work-related injuries/symptoms is especially important should your symptoms persist or worsen.

Filing a claim does not necessarily mean you will need to be off work or require medical treatment.

You have 6 months from the date of an accident to report an injury to WCB. If your symptoms are progressive in nature, contact WCB for more details.