



## 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](mailto: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 OH&S Officer- Return to Work at 902-438-4531

## Communicating with Injured or Ill Employees

### How to foster a successful and timely return-to-work outcome

- **Use a supportive and positive approach.** Encourage them to focus on their recovery.
- **Show care, compassion and understanding:** Make contact as soon as you are aware of the injury. Ask how they are doing and if it is ok if you regularly check in with them to see how they are doing. Discuss how to best do this (time of day, frequency, method of contact) to ensure they are comfortable with the communication plan.
- **Let them know they are valued:** Tell them their contribution to the workplace is missed and you are looking forward to their return when they are medically ready.
- **Keep them connected to the workplace so they feel comfortable returning to work:** Invite them to meetings or social functions they may be able to attend.
- **Foster a “recover-at-work” culture at your workplace:** Encourage a culture among staff of supporting others’ in their return to work.

### Conversation Tips

**Encourage** dialogue from the employee’s perspective by asking questions like:

- Have you thought about how we might be able to modify your work to help you recover at work? (Focus on things the employee can do, rather than those they can't. Discuss suitable duties available.)
- What are your thoughts on how to best transition back to your regular duties?

**Listen** for concerns or fears they might have about returning to work and the duties they have. Let them know these are valid concerns and you are prepared to help them.

### Supporting Employees When They Return To Work

- Ensure you or a supervisor are available to welcome them on their first day back.
- Be sure to orient them to any changes and to clarify expectations/job duties.
- Ensure other staff are updated appropriately on the employee’s return and there are no misunderstandings of roles and responsibilities.
- Check in with them daily to see how they are doing and if they have any concerns.
- Ensure they are not working outside their recommended ease-back or modified duties.
- Create an open-door policy to discuss any difficulties they are encountering.

### Questions/Concerns?

If you have any concerns, contact Health PEI’s OH&S Officer - Return-to-Work at 902-438-4531.