



## Workers Compensation-Procedure

Should a staff member become injured while on duty at SEC, it is the employee's responsibility to notify his/her direct Supervisor.

Direct Supervisor should record details of the accident including, date time and details of how injury occurred. Should the employee require medical attention, the employee should notify the direct supervisor of the outcome of the medical visit.

The Direct Supervisor, should immediately notify the Director of Operations of the details, so that a claim can be done to WCB.

The employee should fill out the EMPLOYEE WCB accident form, and submit via fax to WCB immediately following the accident. Forms are located On the docushare system , under forms/templates/ Injury.

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