



# Employer's Responsibilities

If your employee suffers a workplace injury, you must report it to the WSCC. Here's a checklist of what you need to do:

- Get the employee immediate medical attention, if necessary. You must provide the injured worker with transportation if they require it.
- Follow the steps on the front page to determine the right course of action.
  - Not completing and submitting your **Employer's Report of Injury** form to the WSCC within three days may result in penalties.
  - You must keep record of all injuries for a period of three years.

**Note:** Reporting forms available at [wsc.nt.ca](http://wsc.nt.ca).

## DEFINITIONS:

**Injury:** Includes any disease and any impairment of the physical or mental condition of an individual.

**Accident Causing Serious Bodily Injury:** An accident at a work site that causes or could cause the death of an individual. As well, if it requires an individual to be admitted to a hospital as an in-patient for a period of 24 hours or more.

**Dangerous Occurrence:** An occurrence that does not result in, but could have resulted in an accident causing serious bodily injury. Refer to the definitions section of the *Occupational Health & Safety Regulations* for what constitutes a *Dangerous Occurrence*.

**As soon as Reasonably Possible:** Following a dangerous occurrence or accident causing bodily injury, contact the Chief Safety Officer promptly after tending to the injured worker and securing the scene of the accident.

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## IMPORTANT INFORMATION

What are my safety responsibilities as an employer?

You must:

- provide a safe workplace;
- provide equipment and machinery of a safe design and in safe condition;
- appoint competent supervisors who set performance standards and ensure workers follow safe work procedures;
- inform workers of their rights, responsibilities, and duties;
- provide adequate job training;
- train workers on any potential hazards; how to safely use, handle, store, and dispose of hazardous substances; and how to handle emergencies;
- ensure that the worker wears or uses suitable and adequate personal protective equipment;
- support and participate in an Occupational Health and Safety Committee;
- meet first aid standards; and
- report workplace incidents and injuries to the WSCC.