

Federal Workers' Compensation Service: Accident or Illness in the Workplace – What to do?

Seek medical assistance

- the employer must ensure that any injured or ill employee obtain immediate medical attention by adhering to the emergency protocols established by their organization

Fill out and submit the Employer's Report of Injury (ERI)

- the direct supervisor must complete the ERI form of the provincial Workers' Compensation Board (WCB) corresponding to the employee's usual place of employment
- the ERI form can be accessed on the website of the provincial WCB
- the direct supervisor must e-mail the completed ERI to the Federal Workers' Compensation Service (FWCS) (NC-FWCS-SFIAT-CLAIMS-RECLAMATIONS-GD@hrsdc-rhdcc.gc.ca)

Collaborate with FWCS and the WCB

- the direct supervisor is responsible for providing all information required and requested by FWCS and the provincial WCB

Support the return to work of the employee

- the direct supervisor is responsible for providing necessary accommodations to support a safe and timely return to work

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EMPLOYER RESPONSIBILITIES

02

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EMPLOYEE RESPONSIBILITIES

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In the event of a workplace injury or illness, both the employer and employee have distinct responsibilities to fulfill.

Seek medical assistance

- the injured or ill employee must seek immediate medical assistance, adhering to the emergency protocols established by their organization

Must report to their supervisor

- the employee must notify their direct supervisor of any injury or illness, regardless of the severity, along with the cause
- early reporting is crucial, as even minor injuries may worsen and become more serious over time

Fill out and submit the Worker's Report of Injury (WRI)

- the employee is responsible for filling out the WRI form of the provincial Workers' Compensation Board (WCB) corresponding to the employees' usual place of employment
- the WRI can be accessed on the website of the provincial WCB corresponding to the employee's usual place of employment
- the employee should then submit the completed WRI to the appropriate provincial WCB as soon as possible

Collaborate with FWCS and the WCB

- the employee is responsible for providing all information required and requested by FWCS and the provincial WCB



CONTACT US

Do not forget to consult your departmental representatives as additional requirements specific to your organization might apply. Questions? Call us at: **1-855-535-7299**. For more information, visit **[Compensation for Federal Workers](#)**.

