

Summary Requirements for Reporting an Injury/Disease

The following tables describe the requirements for reporting an injury or disease to the Workers' Compensation Board or Commission for workers, dependants, employers and healthcare providers.

Click the link below to go directly to:

- [Workers - Summary requirements for reporting an injury/disease](#)
- [Dependants - Summary requirements for reporting an injury/disease](#)
- [Employers - Summary requirements for reporting an injury/disease](#)
- [Healthcare Providers - Summary requirements for reporting an injury/disease](#)

Workers - Summary Requirements for Reporting an Injury/Disease

The following tables describe the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in each province and territory.

Click the link below to go directly to:

- [Newfoundland and Labrador](#)
- [Prince Edward Island](#)
- [Nova Scotia](#)
- [New Brunswick](#)
- [Quebec](#)
- [Ontario](#)
- [Manitoba](#)
- [Saskatchewan](#)
- [Alberta](#)
- [British Columbia](#)
- [Yukon](#)
- [Northwest Territories and Nunavut](#)

Source: Association of Workers' Compensation Boards of Canada – 2014

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[Newfoundland and Labrador](#)

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Newfoundland and Labrador.

Newfoundland and Labrador - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	<p>Where a worker or dependent applies for compensation he or she shall file with the Commission an application for the compensation, together with the certificate of the attending doctor, and other proof of his or her claim that may be required by the Commission.</p> <p>Compensation is not payable to a worker unless he or she, or another person on behalf of the worker, gives notice of the injury to his or her employer immediately after the occurrence of the injury and before he or she has voluntarily left the employment in which he or she was injured; and the claim for compensation is made within 3 months from the occurrence of the injury, in the case of an industrial disease, within 3 months after the worker knew, or ought reasonably to have known, that he or she suffers from the disease, and in case of death, within 6 months after the date of death.</p>
Section of Act:	Workplace Health, Safety and Compensation Act (sections 53 – 55)
Policy (if any):	<p>WHSCC - Policies and procedures</p> <ul style="list-style-type: none"> • GP-01 - Information Protection, Access and Disclosure; • EN-01 - Permanent Functional Impairment; • RE-15 - Determining Suitable Employment and Earnings; • EN-17 - Interruptions and Delays in Work Injury Recovery; • EN-20 - Weighing Evidence; • EL-01 - Earnings Loss: Benefit Calculation
Related Links (if any):	<ul style="list-style-type: none"> • Forms - Injury report - workers (6), • WHSCC Publications - Handbook - Injured worker's; • Forms - Occupational disease report (6S)

[Back to top](#)

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Prince Edward Island

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Prince Edward Island.

Prince Edward Island - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	A worker is required to forthwith notify his or her employer and to file with the Board an application for compensation together with the certificate of the attending physician, if any, and such further proofs of his or her claim as may be required by the Board. Compensation is not payable unless the claim for compensation is made within six months from the happening of the accident.
Section of Act:	Workers Compensation Act (sections 59(1) & (4))
Policy (if any):	<ul style="list-style-type: none">• POL-83 New Evidence• POL-87, Third Party Actions• POL-90, Time Frame Limitations for Claim Filing and Invoicing
Related Links (if any):	N/A

[Back to top](#)

Nova Scotia

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Nova Scotia.

Nova Scotia - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	<ol style="list-style-type: none">1. Forthwith file with the Board a claim for compensation, attending physicians report and any further evidence as may be required by the Board.2. To employer as soon as possible and before voluntarily leaving employment.3. Claim must be made within 5 years or complete bar to compensation.
Section of Act:	Workers' Compensation Act (sections 82, 83)
Policy (if any):	N/A
Related Links (if any):	N/A

[Back to top](#)

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New Brunswick

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in New Brunswick.

New Brunswick - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	Worker Requirements: <ul style="list-style-type: none">• Provide employer with notice as soon as practicable after the happening of it and before the worker has voluntarily left the employment in which he was injured. section 44(6)• Provide WorkSafeNB with notice of accident. section 44(9)• File an application for compensation with WorkSafeNB. section 44(1)
Section of Act:	Workers' Compensation Act (sections 44(6), 44(9), 44(1))
Policy (if any):	Policy No. 21-106 Accident Reporting and Application for Benefits
Related Links (if any):	www.worksafenb.ca

[Back to top](#)

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Quebec

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Quebec.

Quebec - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	<p>A worker suffering an employment injury must report it to his immediate superior or, for want of, to another representative of the employer before leaving the establishment if he is able to, or, if not, as soon as possible.</p> <p>A worker unable to carry out his work beyond the day when his injury has become apparent must provide his employer with a medical certificate completed by his doctor.</p> <p>2.1 Employment injury</p> <p>A worker who, because of an employment injury, is unable to carry out his work for more than 14 full days or has suffered permanent physical or mental impairment or, if he has died of this injury, his beneficiary files his claim with the CSST on the form <i>Worker's claim</i> within six months after the injury occurred or the worker has died of it, as the case may be.</p> <p><u>ARIAOD, section 270</u></p> <p>A worker who suffers an employment injury that does not make him unable to carry on his employment beyond the day on which the injury appeared or to whom no employer is bound to pay a salary or wages for the first 14 days following the injury, no matter how long he remains unable, file his claim with the CSST, where applicable on the form <i>Worker's claim</i>, within six months after his injury.</p> <p><u>ARIAOD, section 271</u></p> <p>2.2 Occupational disease</p> <p>A worker having contracted an occupational disease or, if he has died of it, the beneficiary, files his claim with the CSST, on the form <i>Worker's claim</i>, within six months after the worker or the beneficiary is made aware that the worker has an occupational disease or that he has died of it, as the case may be.</p> <p><u>ARIAOD, section 272</u></p> <p>A worker suffering an employment injury that does not make him unable to carry out his work beyond the day when his injury has become apparent must sign the register put at his disposal by his employer.</p>
Section of Act:	<u>Act Respecting Industrial Accidents and Occupational Diseases</u> (sections 265, 267, 272 and 280)
Policy (if any):	Policy 1.01 The filing of a claim and its admissibility (Politique 1.01 – Le dépôt d'une réclamation et sa recevabilité)
Links (if any):	<u>www.csst.qc.ca</u>

[Back to top](#)

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Ontario

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Ontario.

Ontario - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	<p><i>Workplace Safety and Insurance Act:</i></p> <p>A worker shall file a claim as soon as possible after the accident that gives rise to the claim, but in no case shall he or she file a claim more than six months after the accident or, in the case of an occupational disease, after the worker learns that he or she suffers from the disease. The Board may permit a claim to be filed after the six-month period expires if, in the opinion of the Board, it is just to do so. A claim must be on a form approved by the Board and must be accompanied by such information and documents as the Board may require.</p>
Section of Act:	Workplace Safety and Insurance Act (section 22)
Policy (if any):	15-01-03 Workers' Requirement to Claim and Consent
Related Links (if any):	N/A

[Back to top](#)

Manitoba

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Manitoba.

Manitoba - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	<p>A worker must report an accident in writing to the employer within 30 days of the accident. Failure to notify the employer is a bar to compensation, unless the failure is excused by the WCB. The duty to report to the employer is different from the filing of an application for compensation. The worker wishing to claim compensation must file an application with the WCB within one year after the date of accident. The WCB may enlarge the time for an application where it believes an injustice would result.</p>
Section of Act:	Workers Compensation Act (sections 17, 19, 109, 109.8)
Policy (if any):	N/A
Related Links (if any):	<ul style="list-style-type: none">• How to File a Claim - Workers• Reporting A Claim Booklet

[Back to top](#)

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Saskatchewan

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Saskatchewan.

Saskatchewan - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	To give notice of injury to the employer and the board as soon as possible upon sustaining that injury and before voluntarily leaving employment, and within six months of injury or death. Notice to include name of the worker, cause and date of injury.
Section of Act:	The Workers' Compensation Act, 2013 (sections 44, 45, 46, 47)
Policy (if any):	POL & PRO 05/2010
Related Links (if any):	<ul style="list-style-type: none">• If you're injured• Policy & Legislation

[Back to top](#)

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Alberta

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Alberta.

Alberta - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	If a worker suffers a personal injury by an accident, or regardless of whether the worker is injured is, as a result of an accident, is entitled to medical aid the worker shall give notice of the accident, as soon as practicable after the accident and in accordance with the regulations, to the employer. The worker shall also give notice to the WCB if the injury disables or is likely to disable the worker for more than the day of the accident. A worker has 24 months after the date of accident, or the date on which the worker becomes aware of the accident, to file a claim.
Section of Act:	<ul style="list-style-type: none">• Workers' Compensation Act (sections 26, 32)• Workers' Compensation Regulation 325/2002 (section 8)
Policy (if any):	<ul style="list-style-type: none">• 01-05/I• 01-05/II-chart• 01-05/II/1
Related Links (if any):	<ul style="list-style-type: none">• Workers - What to do if you are hurt at work• Workers - Responsibilities when an accident occurs

[Back to top](#)

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British Columbia

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in British Columbia.

British Columbia - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	<p>A worker must give notice to their employer as soon as practicable after the occurrence of an injury or disabling occupational disease. There is no requirement as to the form of the notice to the employer.</p> <p>An application for compensation must be made by a worker or dependant to the Board in the prescribed form and must be signed by the worker or dependant, but where the Board is satisfied that compensation is payable, it may be paid without an application.</p> <p>Unless an application is filed, or an adjudication made, within one year after the date of injury, death or disablement from occupational disease, no compensation is payable unless the Board is satisfied that there existed special circumstances which precluded the filing of an application within one year of the prescribed date, and the application is filed within 3 years of that date.</p>
Section of Act:	<u>Workers Compensation Act</u> (sections 53 and 55)
Policy (if any):	<p><u>Rehabilitation Services & Claims Manual, Vol. II,</u></p> <ul style="list-style-type: none"> ○ #93.10: Report to Employer, ○ #93.11: Procedure for Reporting, ○ #93.12: Failure to Report ○ #93.20: Application for Compensation, ○ #93.21: Time Allowed for Submission of Application, ○ #93.22: Application Made Out of Time, ○ #93.23: Adjudication without an Application; and ○ #93.25: Signature on an Application for Compensation.
Related Links (if any):	<u>Report an injury or illness</u>

[Back to top](#)

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Yukon

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Yukon.

Please note, Yukon's information was last updated in 2012. 2014 information was unavailable at time of publishing.

Yukon - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	A worker must report in a manner suitable to the board within 12 months of the date the work-related injury arose.
Section of Act:	Workers' Compensation Act (section 9)
Policy (if any):	N/A
Related Links (if any):	Worker Information - If You Get Hurt

[Back to top](#)

Northwest Territories and Nunavut

The following table describes the requirements for a worker to report an injury or disease to the Workers' Compensation Board/Commission in Northwest Territories and Nunavut.

Northwest Territories and Nunavut - Workers - Summary requirements for reporting an injury/disease	
Workers - Summary requirements for reporting an injury/disease	A worker must report an injury or disease as soon as is practicable to both the employer and WSCC.
Section of Act:	Workers' Compensation Act (section 17)
Policy (if any):	Policy 11.02, Reporting an Injury
Related Links (if any):	N/A

[Back to top](#)

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[Dependants - Summary Requirements for Reporting an Injury/Disease](#)

The following tables describe the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in each province and territory.

Click the link below to go directly to:

- [Newfoundland and Labrador](#)
- [Prince Edward Island](#)
- [Nova Scotia](#)
- [New Brunswick](#)
- [Quebec](#)
- [Ontario](#)
- [Manitoba](#)
- [Saskatchewan](#)
- [Alberta](#)
- [British Columbia](#)
- [Yukon](#)
- [Northwest Territories and Nunavut](#)

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[Newfoundland and Labrador](#)

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Newfoundland and Labrador.

Newfoundland and Labrador - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	<p>Where a worker or dependent applies for compensation he or she shall file with the Commission an application for the compensation, together with the certificate of the attending doctor, and other proof of his or her claim that may be required by the Commission.</p> <p>Compensation is not payable to a worker unless he or she, or another person on behalf of the worker, gives notice of the injury to his or her employer immediately after the occurrence of the injury and before he or she has voluntarily left the employment in which he or she was injured; and the claim for compensation is made within 3 months from the occurrence of the injury, in the case of an industrial disease, within 3 months after the worker knew, or ought reasonably to have known, that he or she suffers from the disease, and in case of death, within 6 months after the date of death.</p>
Section of Act:	Workplace Health, Safety and Compensation Act (sections 53 – 55)
Policy (if any):	<p>WHSCC - Policies and procedures</p> <ul style="list-style-type: none"> • GP-01 - Information Protection, Access and Disclosure; • EN-01 - Permanent Functional Impairment; • RE-15 - Determining Suitable Employment and Earnings; • EN-17 - Interruptions and Delays in Work Injury Recovery; • EN-20 - Weighing Evidence; • EL-01 - Earnings Loss: Benefit Calculation
Related Links (if any):	<ul style="list-style-type: none"> • Forms - Injury report - workers (6), • WHSCC Publications - Handbook - Injured worker's; • Forms - Occupational disease report (6S) • Making a Claim for Occupational Disease • Declaration of Dependent Spouse Form (No Link Available)

[Back to top](#)

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Prince Edward Island

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Prince Edward Island.

Prince Edward Island - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	A dependant is required to forthwith notify the employer and to file with the Board an application for compensation together with the certificate of the attending physician, if any, and such further proofs of his or her claim as may be required by the Board. Compensation is not payable unless the claim for compensation is made within six months from the time of death.
Section of Act:	Workers Compensation Act (sections 59(1) & (4))
Policy (if any):	POL-87, Third Party Actions
Related Links (if any):	N/A

[Back to top](#)

Nova Scotia

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Nova Scotia.

Nova Scotia - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	N/A
Section of Act:	N/A
Policy (if any):	N/A
Related Links (if any):	N/A

[Back to top](#)

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New Brunswick

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in New Brunswick.

New Brunswick - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	Dependent Requirements: <ul style="list-style-type: none">• Provide employer with notice as soon as practicable after the happening of it and before the worker has voluntarily left the employment in which he was injured. section 44(6)• File with WorkSafeNB an application for compensation. section 44(1)
Section of Act:	Workers' Compensation Act (sections 44(6), 44(1))
Policy (if any):	Policy No. 21-106 Accident Reporting and Application for Benefits
Related Links (if any):	N/A

[Back to top](#)

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Quebec

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Quebec.

Quebec - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	<p>A worker who has suffered an employment injury or, if he has died or is unable to act, his representative must notify his immediate superior or, failing this, another representative before leaving the establishment when he can or, if not, as soon as possible.</p> <p>2.1 Employment injury</p> <p>A worker who, as a result of an employment injury, is unable to carry on his employment for more than 14 full days or has suffered permanent physical or mental impairment, or, if he dies of the injury, the beneficiary files his claim with the CSST, on the form <i>Worker's claim</i>, within six months after the injury or his death, as the case may be.</p> <p><u>ARIAOD, section 270</u></p> <p>A worker who suffers an employment injury that does not make him unable to carry on his employment beyond the day on which the injury appeared or to whom no employer is bound to pay a salary or wages for the first 14 days following the injury, regardless of how long he remains unable, files his claim with the CSST, where applicable on the form <i>Worker's claim</i>, within six months after his injury.</p> <p><u>ARIAOD, section 271</u></p> <p>2.2 Occupational disease</p> <p>A worker having contracted an occupational disease or, if he has died of it, the beneficiary, files his claim with the CSST, on the form <i>Worker's claim</i>, within six months after the worker or the beneficiary is made aware that the worker has an occupational disease or that he has died of it, as the case may be.</p> <p><u>ARIAOD, section 272</u></p>
Section of Act:	<u>Act Respecting Industrial Accidents and Occupational Diseases</u> (sections 265 and 272)
Policy (if any):	Policy 1.01 The filing of a claim and its admissibility (Politique 1.01 – Le dépôt d'une réclamation et sa recevabilité)
Related Links (if any):	<u>www.csst.qc.ca</u>

[Back to top](#)

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Ontario

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Ontario.

Ontario - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	<p><i>Workplace Safety and Insurance Act:</i></p> <p>A survivor who is entitled to benefits as a result of the death of a worker shall file a claim as soon as possible after the worker's death, but in no case shall he or she file a claim more than six months after the worker's death. The Board may permit a claim to be filed after the six-month period expires if, in the opinion of the Board, it is just to do so. A claim must be on a form approved by the Board and must be accompanied by such information and documents as the Board may require.</p>
Section of Act:	Workplace Safety and Insurance Act (section 22)
Policy (if any):	15-01-04 Survivors' Requirement to Claim for Benefits
Related Links (if any):	N/A

[Back to top](#)

Manitoba

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Manitoba.

Manitoba - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	<p>A dependant must report an accident in writing to the employer within 30 days of the accident. Failure to notify the employer is a bar to compensation, unless the failure is excused by the WCB. The duty to report to the employer is different from the filing of an application for compensation. The dependant wishing to claim compensation must file an application with the WCB within one year after the death of the worker. The WCB may enlarge the time for an application where it believes an injustice would result.</p>
Section of Act:	Workers Compensation Act (sections 17, 19, 109, 109.8)
Policy (if any):	N/A
Related Links (if any):	<ul style="list-style-type: none">• How to File a Claim - Workers• Reporting A Claim Booklet

[Back to top](#)

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Saskatchewan

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Saskatchewan.

Saskatchewan - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	To give notice of injury to the employer and the board as soon as possible upon sustaining that injury and within six months of injury or death. Notice to include name of worker, cause and date of injury.
Section of Act:	The Workers' Compensation Act, 2013 (sections 44, 45, 46, 47)
Policy (if any):	N/A
Related Links (if any):	<ul style="list-style-type: none">• If you're injured• Policy & Legislation

[Back to top](#)

Alberta

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Alberta.

Alberta - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	A dependant has the same notice requirements as a worker. If a worker suffers an accident that results in the worker's death, the worker's dependant shall, as soon as practicable after the accident, give notice of the accident in accordance with the regulations to the employer and to the WCB. A dependant has 24 months after the date of the worker's death to report the accident to the WCB.
Section of Act:	<ul style="list-style-type: none">• Workers' Compensation Act (sections 26, 32(3))• Workers' Compensation Regulation 325/2002 (section 8)
Policy (if any):	<ul style="list-style-type: none">• 01-05/I• 01-05/II-chart• 01-05/II/1
Related Links (if any):	<ul style="list-style-type: none">• Workers - What to do if you are hurt at work• Workers - Responsibilities when an accident occurs

[Back to top](#)

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British Columbia

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in British Columbia.

British Columbia - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	<p>There is no specific requirement for a dependant to give notice of a worker's injury, death or disablement from occupational disease to the employer.</p> <p>An application for compensation must be made by a worker or dependant to the Board in the prescribed form and must be signed by the worker or dependent. But, where the Board is satisfied that compensation is payable, it may be paid without an application.</p> <p>Unless an application is filed, or an adjudication made, within one year after the date of injury, death or disablement from occupational disease, no compensation is payable unless the Board is satisfied that there existed special circumstances which precluded the filing of an application within one year of the prescribed date, and the application is filed within 3 years of that date.</p>
Section of Act:	Workers Compensation Act (section 55)
Policy (if any):	Rehabilitation Services & Claims Manual, Vol. II, <ul style="list-style-type: none">o #93.20 Application for Compensation,o #93.21: Time Allowed for Submission of Application,o #93.22: Application Made Out of Time,o #93.23: Adjudication without an Application, ando #93.25: Signature on an Application for Compensation.
Related Links (if any):	N/A

[Back to top](#)

Source: Association of Workers' Compensation Boards of Canada – 2014

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Yukon

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Yukon.

Please note, Yukon's information was last updated in 2012. 2014 information was unavailable at time of publishing.

Yukon - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	A dependent of a deceased worker is required to give the employer of the deceased worker notice of the circumstances within a reasonable time. A worker's application for compensation must be made in a form acceptable to the board within 12 months of the date the work-related injury arose.
Section of Act:	Workers' Compensation Act (sections 8, 9)
Policy (if any):	N/A
Related Links (if any):	N/A

[Back to top](#)

Northwest Territories and Nunavut

The following table describes the requirements for a dependant to report an injury or disease to the Workers' Compensation Board/Commission in Northwest Territories and Nunavut.

Northwest Territories and Nunavut - Dependants - Summary requirements for reporting an injury/disease	
Dependants - Summary requirements for reporting an injury/disease	If the worker has died, the WSCC makes its best efforts to notify any persons who may be entitled to compensation under the <i>Act</i> of the death and of their entitlement to compensation.
Section of Act:	Workers' Compensation Act (section 18(4))
Policy (if any):	Policy 11.02, Reporting an Injury
Related Links (if any):	N/A

[Back to top](#)

Source: Association of Workers' Compensation Boards of Canada – 2014

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Employers - Summary Requirements for Reporting an Injury/Disease

The following tables describe the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in each province and territory.

Click the link below to go directly to:

- [Newfoundland and Labrador](#)
- [Prince Edward Island](#)
- [Nova Scotia](#)
- [New Brunswick](#)
- [Quebec](#)
- [Ontario](#)
- [Manitoba](#)
- [Saskatchewan](#)
- [Alberta](#)
- [British Columbia](#)
- [Yukon](#)
- [Northwest Territories and Nunavut](#)

Source: Association of Workers' Compensation Boards of Canada – 2014

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Newfoundland and Labrador

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Newfoundland and Labrador.

Newfoundland and Labrador - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	An employer shall, within 3 days after the occurrence of an injury to a worker in his or her employment as a result of which the worker is disabled from earning full wages or the worker is entitled to medical aid, notify the Commission in writing of the occurrence of the injury and nature of it; the time when the injury occurred; the name and address of the worker; the place where the injury occurred; the name and address of the doctor who looks after the injury; and other particulars required by the Commission. An employer shall make further and other reports respecting the injury and workers that may be required by the Commission. Where an employer fails to notify the Commission of the occurrence of an injury the Commission may in relation to compensation paid in respect of that injury charge the cost of the claim against the experience record of that employer.
Section of Act:	Workplace Health, Safety and Compensation Act (section 56)
Policy (if any):	N/A
Related Links (if any):	<ul style="list-style-type: none">• Forms - Injury report - employers (7)• WHSCC Publications - Handbook – Employers' Guide• Forms - Fatality report (7FR)

[Back to top](#)

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Prince Edward Island

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Prince Edward Island.

Prince Edward Island - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	Every employer who has knowledge or notice of the happening of an accident or of the allegation of the happening of an accident to a worker in his or her employment by which the worker is disabled from earning full wages or by reason of which the worker is entitled to receive medical aid, shall, within three days after the accident or allegation comes to his or her knowledge or notice, notify the Board and provide such information in such form as may be required by the Board.
Section of Act:	Workers Compensation Act (section 59(3))
Policy (if any):	POL-90, Time Frame Limitations for Claim Filing and Invoicing
Related Links (if any):	N/A

[Back to top](#)

Nova Scotia

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Nova Scotia.

Nova Scotia - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	Notify the Board within 5 business days of becoming aware of the accident.
Section of Act:	Workers' Compensation Act (section 86)
Policy (if any):	<ul style="list-style-type: none">• Policy 10.1.1R - Accident Reporting - Duties of Employers• Policy 10.1.2 – Accident Reporting - Penalties
Related Links (if any):	N/A

[Back to top](#)

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New Brunswick

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in New Brunswick.

New Brunswick - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	<p>Employer Requirements:</p> <p>Report accident to WorkSafeNB:</p> <p>Under the <i>Workers' Compensation Act</i>:</p> <ul style="list-style-type: none"> • Within three days of accident or notice of accident. section 44(4) • Submit further reports as requested by WorkSafeNB. section 44(5) <p>Under the <i>Occupational Health and Safety Act</i>:</p> <ul style="list-style-type: none"> • Immediately if an employee suffers an injury resulting in a loss of consciousness; an amputation, a fracture other than a fracture to fingers or toes; a burn that requires medical attention; a loss of vision in one or both eyes; a deep laceration; admission to a hospital facility as an in-patient; or death. • Immediately if an accidental explosion or an accidental exposure to a biological, chemical or physical agent occurs at a place of employment, whether or not a person is injured, or a catastrophic event or a catastrophic equipment failure occurs at a place of employment that results, or could have resulted, in an injury.
Section of Act:	<p><u>Workers' Compensation Act</u> (sections 44(4.1), 44(5))</p> <p><u>Occupational Health and Safety Act</u> (sections 43(1), 43(4))</p>
Policy (if any):	<u>Policy No. 21-106 Accident Reporting and Application for Benefits</u>
Related Links (if any):	<u>www.worksafenb.ca</u>

[Back to top](#)

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Quebec

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Quebec.

Quebec - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	<p>The employer notes down in a register the industrial accidents that do not make the workers unable to carry out their work beyond the day when the employment injury became apparent. The workers must sign this register confirming they were victims of an accident.</p> <p>The employer who is obliged to pay wages to a worker suffering an employment injury for 14 full days following the beginning of his disability must present to the CSST a form entitled <i>Notice of employer and application for reimbursement</i> accompanied by a copy of the medical certificate given to him by the worker within 2 days following:</p> <ul style="list-style-type: none">- the date of his return to work, if the worker returns to work within 14 full days following the beginning of his inability to carry out his employment because of his employment injury; or- the 14 full days following the beginning of his disability if he has not returned to work at the end of that period.
Section of Act:	<u>Act Respecting Industrial Accidents and Occupational Diseases</u> (sections 60, 268, 269 and 280)
Policy (if any):	Policy 1.01 The filing of a claim and its admissibility (Politique 1,01 – Le dépôt d'une réclamation et sa recevabilité)
Related Links (if any):	<u>www.csst.qc.ca</u>

[Back to top](#)

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Ontario

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Ontario.

Ontario - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	<p><i>Workplace Safety and Insurance Act:</i></p> <p>An employer shall notify the Board within three days after learning of an accident to a worker employed by him, her or it if the accident necessitates health care or results in the worker not being able to earn full wages. The notice must be on a form approved by the Board and the employer shall give the Board such other information as the Board may require from time to time in connection with the accident.</p>
Section of Act:	Workplace Safety and Insurance Act (section 21)
Policy (if any):	15-01-02 Employers' Initial Accident-Reporting Obligations
Related Links (if any):	N/A

[Back to top](#)

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Manitoba

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Manitoba.

Manitoba - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	Employers have the primary responsibility to report accidents to the WCB. When an accident occurs, the employer has five business days to report the accident to the WCB from the day the employer learned of the accident. An employer who fails to report an accident is guilty of an offence. The employer may also be subject to an administrative penalty for late accident reporting. Since January 1, 2006, employers are required to pay injured workers their regular wages and benefits for the full day of the injury.
Section of Act:	<ul style="list-style-type: none">• Workers Compensation Act (sections 18, 109.6, 109.7, 109.8)• Manitoba Regulation 65/2006R, Interest, Penalties and Financial Matters Regulation
Policy (if any):	<ul style="list-style-type: none">• Policy 22.70.30, Employers' Reporting Responsibilities - Claims• Policy 22.70.30.10, Employer Obligation to Pay a Worker for the Day of Accident
Related Links (if any):	<ul style="list-style-type: none">• How to File a Claim - Employers• Reporting A Claim Booklet• Fact Sheet - Fines and Penalties

[Back to top](#)

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Saskatchewan

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Saskatchewan.

Saskatchewan - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	Notify the Board within 5 days of becoming aware of an injury, providing the name of worker, cause, time of injury, place and name of physician providing care.
Section of Act:	The Workers' Compensation Act, 2013 (sections 52, 54)
Policy (if any):	POL & PRO 02/2009
Related Links (if any):	<ul style="list-style-type: none">• Managing your worker's injury• Policy & Legislation

[Back to top](#)

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Alberta

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Alberta.

Alberta - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	<p>An employer who receives notice of an accident from a worker, or otherwise acquires knowledge of such an accident or the allegation of the happening of an accident, must record the particulars of the accident or of an allegation of an accident, in the record required by the Occupational Health and Safety Code or in an accident report record. The employer has 72 hours after receiving notice from a worker, or otherwise acquiring knowledge of an accident or of an allegation of an accident, to file an employer's report of accident with the WCB, when any of the following circumstances are met:</p> <ul style="list-style-type: none">• The worker is disabled or is likely to be disabled beyond the day of the accident• The worker is entitled to medical aid, other than first aid• A fatality
Section of Act:	<ul style="list-style-type: none">• Workers' Compensation Act (section 33)• Workers' Compensation Regulation 325/2002 (sections 9, 10)
Policy (if any):	<ul style="list-style-type: none">• 01-05/I• 01-05/II-chart• 01-05/II/2• 06-03/I• 06-03/II/5 (Questions 1-4)
Related Links (if any):	<ul style="list-style-type: none">• Employers - Report within 72 hours• Employers - Responsibilities

[Back to top](#)

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British Columbia

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in British Columbia.

British Columbia - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	<p>Generally, an employer must report to the Board, in the prescribed form, within 3 days of its occurrence every:</p> <ul style="list-style-type: none">• injury or claimed injury to a worker arising out of and in the course of employment; and• disabling occupational disease or claim for or allegation of an occupational disease. <p>The employer's obligation to report commences when a supervisor, first aid attendant, or other representative of the employer first becomes aware of the worker's condition.</p>
Section of Act:	Workers Compensation Act (section 54)
Policy (if any):	<p>Rehabilitation Services & Claims Manual, Volume II,</p> <ul style="list-style-type: none">○ #94.10: Report to the Board,○ #94.11: Form of Report,○ #94.12: What Injuries Must Be Reported,○ #94.13: Commencement of the Obligation to Report, and○ #94.14: Adjudication and Payment without Employer's Report
Related Links (if any):	Employers – What to do when a worker is injured

[Back to top](#)

Source: Association of Workers' Compensation Boards of Canada – 2014

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Yukon

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Yukon.

Please note, Yukon's information was last updated in 2012. 2014 information was unavailable at time of publishing.

Yukon - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	Employers shall give written notice to the board of any, or the possibility of any, work-related injury that comes to their attention within three days of receiving the information.
Section of Act:	Workers' Compensation Act (section 10)
Policy (if any):	Board Order 2008/20 – The penalty levied to an employer for failure to provide notice within the time required by the Act
Related Links (if any):	N/A

[Back to top](#)

Northwest Territories and Nunavut

The following table describes the requirements for an employer to report an injury or disease to the Workers' Compensation Board/Commission in Northwest Territories and Nunavut.

Northwest Territories and Nunavut - Employers - Summary requirements for reporting an injury/disease	
Employers - Summary requirements for reporting an injury/disease	<p>An employer who has reason to believe that a worker in its employ has suffered a personal injury, disease or death arising out of and during the course of the worker's employment, shall send to the WSCC a written report describing the injury, disease or death.</p> <p>The report must be sent within three days after the employer first has reason to believe the personal injury, disease or death has occurred.</p> <p>The employer shall send a copy of the report to the worker, unless the worker has died.</p>
Section of Act:	Workers' Compensation Act (section 18)
Policy (if any):	Policy 11.02, Reporting an Injury
Related Links (if any):	N/A

[Back to top](#)

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Healthcare Providers - Summary Requirements for Reporting an Injury/Disease

The following tables describe the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in each province and territory.

Click the link below to go directly to:

- [Newfoundland and Labrador](#)
- [Prince Edward Island](#)
- [Nova Scotia](#)
- [New Brunswick](#)
- [Quebec](#)
- [Ontario](#)
- [Manitoba](#)
- [Saskatchewan](#)
- [Alberta](#)
- [British Columbia](#)
- [Yukon](#)
- [Northwest Territories and Nunavut](#)

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[Newfoundland and Labrador](#)

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Newfoundland and Labrador.

Newfoundland and Labrador - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	A health care provider attending or consulted upon a case of injury to a worker shall provide reports in a form that may be required by the Commission in respect of the injury. A health care provider in attendance upon an injured worker shall give reasonable and necessary information, advice and help to enable the worker or his or her dependents to apply for compensation and to provide proof that may be required by the Commission.
Section of Act:	<u>Workplace Health, Safety and Compensation Act</u> (section 57, 89.3)
Policy (if any):	<u>WHSCC - Policies and procedures</u> : CHAPTER: Health care services Policies HC-01 through HC-14
Related Links (if any):	<p><u>Forms</u>:</p> <ul style="list-style-type: none"> • Chiropractor Form 8/10c: a guide for better reporting • Chiropractor's report (8/10) • Crab asthma report • Dentist's report (DR) • HA-02 - hearing aid fitting report • Hearing loss worker's report (6HL) • Hernia report - (6H) • Invoice form - dentists (96) • Invoice form - hospitals (94) • Invoice form - physicians (92) • Occupational disease report (6S) • OR5 - progress report (clinic) • OR6 - discharge report (clinic) • Physician's report (8/10) • Physiotherapist's report

[Back to top](#)

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Prince Edward Island

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Prince Edward Island.

Prince Edward Island - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	Every physician, hospital, or other person attending or consulted respecting any case of injury to any worker is required to furnish to the Board such reports as may be required by the Board in respect of the injury. A physician is required to give all reasonable and necessary information, advice and assistance to enable the worker or his or her dependents to make application for compensation. There are no time limits for reporting in the Act.
Section of Act:	Workers Compensation Act (sections 18(9), 59(2))
Policy (if any):	<ul style="list-style-type: none">• POL-92, Medical Aid• POL-90, Time Frame Limitations for Claim Filing and Invoicing• POL -64 Health Care Providers
Related Links (if any):	N/A

[Back to top](#)

Nova Scotia

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Nova Scotia.

Nova Scotia - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	Provide to the Board any information requested by the Board and provide all reasonable and necessary information or other assistance to any worker to enable the worker to establish a claim for compensation.
Section of Act:	Workers' Compensation Act (section 109)
Policy (if any):	N/A
Related Links (if any):	N/A

[Back to top](#)

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New Brunswick

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in New Brunswick.

New Brunswick - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	Physician requirements: <ul style="list-style-type: none">• To furnish reports as required by WorkSafeNB in respect of the injury and the resulting condition of the worker. section 44(2),• To give reasonable and necessary information, advice and assistance to enable that worker or his dependents, as the case may be, to make application for compensation and to furnish such proofs as may be required by WorkSafeNB. section 44(3)
Section of Act:	Workers' Compensation Act (sections 44(2), 44(3))
Policy (if any):	N/A
Related Links (if any):	www.worksafenb.ca

[Back to top](#)

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Quebec

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Quebec.

Quebec - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	<p>The physician who first takes care of a worker suffering an employment injury must give to the worker without delay, on the form prescribed by the Commission, a certificate including among others his diagnosis. If the doctor expects the worker's employment injury to be consolidated more than 14 full days after the date he has become unable to carry out his employment because of the employment injury, the doctor who treats the worker must send to the Commission, within 6 days of his first examination, on the form prescribed, a summary report.</p> <p>Other reports need to be produced by the doctor later on, some at the request of the Commission.</p>
Section of Act:	<u>Act Respecting Industrial Accidents and Occupational Diseases</u> (sections 199-203, 205.1, 212.1)
Policy (if any):	<ul style="list-style-type: none">• <u>Politique 1.01 Le dépôt d'une réclamation et sa recevabilité</u> (Policy 1.01 The filing of a claim and its admissibility)• <u>Politique 7.01 Le médecin qui a charge</u> (Policy 7.01 The physician in charge)
Related Links (if any):	N/A

[Back to top](#)

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Ontario

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Ontario.

Ontario - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	<p><i>Workplace Safety and Insurance Act:</i></p> <p>Every health care practitioner who provides health care to a worker claiming benefits under the insurance plan or who is consulted with respect to his or her health care shall promptly give the Board such information relating to the worker as the Board may require. Every hospital or health facility that provides health care to a worker claiming benefits under the insurance plan shall promptly give the Board such information relating to the worker as the Board may require. When requested to do so by an injured worker or the employer, a health professional treating the worker shall give the Board, the worker and the employer such information as may be prescribed concerning the worker's functional abilities. The required information must be provided on the prescribed form.</p>
Section of Act:	Workplace Safety and Insurance Act (section 37)
Policy (if any):	17-02-02 Health Care Practitioner's Reports
Related Links (if any):	N/A

[Back to top](#)

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Manitoba

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Manitoba.

Manitoba - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	Health-care professionals must provide reports to the WCB of injuries that are covered by the WCA. Reports are for the WCB's use and purposes and the worker's consent is not necessary. Health-care providers also have a duty to give reasonable information and assistance to workers and dependants in making applications for compensation. This duty is separate from the duty to report to the WCB. The WCB can require a practitioner's report whether or not the worker files a compensation claim.
Section of Act:	Workers Compensation Act (sections 20, 109.8)
Policy (if any):	N/A
Related Links (if any):	<ul style="list-style-type: none">• Healthcare Reporting and Billing Forms• Reporting A Claim Booklet

[Back to top](#)

Saskatchewan

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Saskatchewan.

Saskatchewan - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	Provide reports to the Board of examination or treatment as requested.
Section of Act:	The Workers' Compensation Act, 2013 (section 55)
Policy (if any):	Procedure Manual - Section 7: Medical Care
Related Links (if any):	Policy & Legislation

[Back to top](#)

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Alberta

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Alberta.

Alberta - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	<p>A physician who attends an injured worker shall forward a report to the WCB within two days after the date of the physician's first attendance on the worker if the physician considers that the injury to the worker will or is likely to disable the worker for more than a day of accident or that it may cause complications that may contribute to disablement in the future, and at any time when requested by the WCB to do so.</p> <p>"Physician" is defined under the Workers' Compensation Act, as a person licensed to practice any of the healing arts in Alberta, and therefore includes chiropractors, physiotherapists, dentists, acupuncturists etc. in addition to medical doctors.</p>
Section of Act:	Workers' Compensation Act (sections 1(v), 34)
Policy (if any):	<ul style="list-style-type: none">• 01-05/I• 01-05/II-chart• 01-05/II/3• 04-06/I• 04-06/II/1• 04-06/II/3
Related Links (if any):	<ul style="list-style-type: none">• Health Care Providers – What to do if your patient is hurt at work• Health Care Providers - Responsibilities

[Back to top](#)

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British Columbia

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in British Columbia.

British Columbia - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	<p>It is the duty of every physician or qualified practitioner attending or consulted on a case of injury to a worker, or alleged case of injury to a worker to furnish reports in respect of the injury in the required form.</p> <p>The first report shall be furnished to the Board within three days after the date of the physician's or qualified practitioner's first attendance upon the worker. If treatment continues, progress reports must be provided. A report must also be furnished within three days after the worker is, in the opinion of the physician or qualified practitioner, able to resume work, and, if treatment is being continued after resumption of work, furnish further adequate reports.</p>
Section of Act:	Workers Compensation Act (section 56)
Policy (if any):	Rehabilitation Services & Claims Manual, Volume II , <ul style="list-style-type: none">○ #95.00: Responsibilities of Physicians/ Qualified Practitioners,○ #95.10: Form of Reports,○ #95.20: Reports by Specialist
Related Links (if any):	Report an injury or illness

[Back to top](#)

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Yukon

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Yukon.

Please note, Yukon's information was last updated in 2012. 2014 information was unavailable at time of publishing.

Yukon - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	A medical practitioner who attends a worker who has or may have suffered a work-related injury shall be required to provide reasonable information and advice free of charge to the worker about filing a claim for compensation; send a report to the board within two days after the first attendance of the worker; send progress reports to the board as the medical practitioner considers appropriate, or as the board requires from time to time; and, report to the board when the worker, in the medical practitioner's opinion, is able to return to work.
Section of Act:	Workers' Compensation Act (section 11)
Policy (if any):	N/A
Related Links (if any):	N/A

[Back to top](#)

Northwest Territories and Nunavut

The following table describes the requirements for a healthcare provider to report an injury or disease to the Workers' Compensation Board/Commission in Northwest Territories and Nunavut.

Northwest Territories and Nunavut - Healthcare Provider - Summary requirements for reporting an injury/disease	
Healthcare Provider - Summary requirements for reporting an injury/disease	The health care provider report must be submitted within three days after the examination or treatment, and must contain the information required by the WSCC. If a health care facility employs the health care provider, the health care facility is responsible for ensuring that the report is in accordance with the legislation.
Section of Act:	Workers' Compensation Act (section 25)
Policy (if any):	Policy 11.02, Reporting an Injury
Related Links (if any):	N/A

[Back to top](#)

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