

# WHEN AN ACCIDENT HAPPENS

You must report it to the Workplace Health, Safety and Compensation Commission. Two acts govern reporting requirements – the *Occupational Health and Safety Act* and the *Workers' Compensation Act*.



## What Workers Must Do

### WORKERS:

- Report the accident to their employers as soon as possible, and before voluntarily leaving the job site where injured.

### WORKERS AND/OR THEIR DEPENDANTS:

- In order to file a claim for compensation, use a Form 67, *Report of Accident or Occupational Disease*, available from the employer.

The employer will submit the form, or the claimant may submit directly if they so choose.

**Fax Form 67 to:**  
**1 888 629-4722**

**Or mail to:**  
**PO Box 160**  
**Saint John NB E2L 3X9**

## What Employers Must Do

### EMPLOYERS:

- Provide first aid.
- If warranted, provide transportation to the nearest doctor, hospital or the worker's home.
- Complete a Form 67, *Report of Accident or Occupational Disease*, for all accidents that may entitle the worker to compensation or medical aid, and submit it to the WHSCC within three days. The form can be faxed.
- Maintain a log of all injuries requiring first aid treatment.

### EMPLOYERS must report immediately when:

- The accident causes or might cause death, loss of a limb, or an occupational disease.
- The injury requires or might require admission to hospital.

### EMPLOYERS must report within 24 hours:

- In the event of an accidental explosion or accidental exposure to a biological, chemical or physical agent.

**Fax Form 67 to:**  
**1 888 629-4722**

**Phone:**  
**1 800 222-9775**

For more information, call the WHSCC or visit online at  
[www.whscc.nb.ca](http://www.whscc.nb.ca)

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