

# WorkSafeBC.com ▶ Keeping the same hours you do.

## Reporting incidents and injuries

At WorkSafeBC, we understand that a workplace injury can be extremely stressful — both for you and your workers. So we want to make the process of reporting an injury as simple as possible. When you report the injury online, through Employer's Incident and Injury Report (EIRR), you can take advantage of many benefits that are not possible through more conventional methods, like mail or fax.

To get started, go to [WorkSafeBC.com](http://WorkSafeBC.com) and select "Report an injury or illness."

### Here are some of the features:

**No delays:** If you're an employer, the *Workers Compensation Act* requires you to submit an injury report within three days of being notified of an injury to one of your workers. When you submit your report online we receive it immediately — helping you avoid delays sometimes associated with mailing or faxing paper forms.

**Streamline your report:** As you complete the report, EIRR tailors the questions about the injury based on your previous answers.

**Saving and updating:** If you don't have all the information at your fingertips, don't worry. You can save your report and complete it later. If you need to make changes to your information after submission, simply log on again, enter your new information, and resubmit your report.

**Online help:** Online wizards, pull-down menus, help screens, and FAQs guide you through the report, making the process of completing it simpler, quicker, and easier.

**Follow the status of the claim:** After you have submitted your report, follow the status of the claim — from the first payment to return-to-work — simply by logging on to [WorkSafeBC.com](http://WorkSafeBC.com).

**Only one form per incident:** If several workers were injured during the incident, you do not have to submit separate reports for each worker as you would with paper forms.

**Accurate and secure:** Error-checking features help you ensure your information is accurate before you submit it. Also, your reports are stored securely and access to them is controlled by your organization.



### ▶ Did you know?

You can now conduct more than 80 percent of your business online.

Find out more. Visit us at [WorkSafeBC.com](http://WorkSafeBC.com).



**WORK SAFE BC**

WORKING TO MAKE A DIFFERENCE

[WorkSafeBC.com](http://WorkSafeBC.com)



**Your account online: Open 24/7**

**Three reports in one:** Submit three reports in one: the employer's incident and injury report, the first aid report, and the accident investigation report.

**No extra costs:** If you're connected to the Internet and have an online account with WorkSafeBC, you can report incidents and injuries online quickly and easily.

**Create statistical reports:** Produce your own statistical reports about claims and injuries.

### **Coming soon: Even more time-saving features!**

**Starting in early 2008, when you report online, you can take advantage of these new features:**

- View all claims submitted by your firm as well as documents that are related to each incident.
- If the worker has already reported the injury, your report will already be partially completed with information about the incident. Simply review the report, make your revisions, and submit it online.
- Access enhanced claim-cost reports for your firm.

### **Sign up for an online account today**

To start doing business online, go to [WorkSafeBC.com](http://WorkSafeBC.com) and select "Sign up for Online Services."

All you need is your firm's contact details and your payroll report ID from a recent Employer Payroll and Contract Labour Report or Employer's Remittance Form.

Then, select your own user ID and password to get started.

If you need assistance setting up your account, simply contact WorkSafeBC's Technical Support Team at **604 276-3135**, toll-free at **1 888 855-2477** or e-mail [ehelp@worksafebc.com](mailto:ehelp@worksafebc.com).