

NTPC Health & Safety Alert

Reporting Injuries



Background

A recent workplace injury was not reported. Days later the worker saw a doctor and was told to take time off. A day later the Manager and the Health & Safety Dept. became aware of the incident. This type of injury should have resulted in the worker doing modified duties, but instead became lost time. This damages our safety record and prevents us from using our return-to-work program.

Practical Guidance

All workers must follow this process for reporting an injury:

1. Worker immediately reports injury to Manager.
2. Worker submits incident report to their Manager and to the Health & Safety Department, whether or not they need to go to the doctor.
3. Worker and Manager decide whether worker should seek medical aid.
4. If the worker visits the doctor, this triggers the compensation process and the doctor starts a WSCC Claim.

IMPORTANT

If the worker sees a doctor/nurse:

1. Worker must tell the doctor/nurses that the injury happened at work and that NTPC has a Return to Work program. The doctor/nurse will then give them a *Functional Abilities* form. **Remind them if they do not!**
2. Worker reports back to Manager immediately so the Manager can assign modified duties based on the *Functional Abilities* form.
3. Manager and Worker fill out the *WSCC Report of Injury* forms and give them to the Health & Safety Dept. for submission to WSCC.

We do run into instances where a person should have gone to the doctor and did not. A classic example is back injuries. We encourage anyone with sprains, strains, etc. to go get checked out as those can hurt a lot more the next day or cause issues down the road. It's in everyone's best interest to document these and get them looked at by a medical professional.