

If you are Injured at Work

All workers must follow this process when injured at work:

1. Seek First Aid immediately.
2. Report the injury to your Manager.
3. Seek Medical Treatment as soon as possible, if required.
4. Submit an Incident Report to your Manager and to the Director Health, Safety & Environment (HSE) within 24 hours of incident.

IMPORTANT

If you seek Medical Treatment:

1. Tell the doctor/nurse the injury happened at work. They will start a WSCC claim.
2. Tell them NTPC has a Return to Work program.
3. They will give you a Functional Abilities Form. **Remind them if they do not!**
4. Bring the form back to your Manager immediately. Together you will build a Return to Work Plan based on the *Functional Abilities Form*.
5. Both the Worker and the Manager must fill out WSCC Report of Injury forms and send them to the Director HSE for submission to WSCC.

Refer to the PowerLine
for the following forms:

Incident Report
Return to Work Plan
WSCC Report of Injury

