

Reporting Workplace-related Injuries and Illnesses

Please remember that both employee and supervisor have a responsibility to complete incident reports if accident occurs in the workplace. The Department wants to make sure that everyone receives immediate and proper treatment and that we are following through with our responsibility to maintain a safe workplace.

For every work-related incident/accident resulting in personal injury or illness, UBC requires the following to be submitted to Health, Safety and Environment:

- [UBC Faculty & Staff incident/accident form](#) - to be completed by the worker's supervisor
- [Form 6A – Worker's Report of Injury or Occupational Disease to the Employer](#) – to be completed by injured worker

If work-related injury or illness occurs, please contact our HR Manager (psychiatry.hrmanager@ubc.ca or 2-7315), as soon as it happens and they can guide you through the process of what forms need to be completed. The administration office will need copies of both forms for the employee file, especially if a WCB claim is involved.