# Form G: Time Loss and Medical Aid Checklist (Reportable Incidents)

## Definition of *Time Loss* and *Medical Aid* (Reportable Incidents)

* A *time-loss* claim is a work-related injury claim that requires care from a health-care provider and results in time away from work.
* A *medical aid* claim is a work-related injury claim that requires care from a health-care provider but does not require any time away from work.

## Checklist

🞏 Document the employee’s name, date of birth, the date of the incident and the nature of the incident.

🞏 Make arrangements to transport the employee to a medical care provider, if necessary, and pay for any associated costs.

🞏 Provide the employee with an information package before he or she leaves the work site, and request that the employee returns to work with the applicable forms after the medical appointment.

🞏 If first aid is provided, ensure appropriate documentation in the *First Aid Record* (WorkSafeBC Form 55B23).

🞏 Investigate the details of the injury or accident.

🞏 Complete the *Incident Investigation Report* (WorkSafeBC Form 52E40).

🞏 If applicable, conduct interviews with witnesses of the incident and have them complete *Form E: Witness Statement*.

🞏 Ensure that modified work is offered as appropriate and is fully supported.

🞏 Document the details of the modified work agreement.

🞏 Any modified work agreement must have a start date, review date and end date.

🞏 Ensure that the employee acknowledges the modified work offer and the modified work agreement with signatures.

🞏 A revision to the modified work agreement may be made with appropriate functional information from the employee’s physician.

🞏 Maintain regular communication with the employee whether they are off work or on an RTW plan.

🞏 Ensure that a written log is kept for all communications pertaining to injury management and return to work.

🞏 Provide additional information and appropriate documentation to the individual or team responsible for managing claims immediately upon receipt and no later than the end of the shift. The information must provide all documentation pertaining to the incident/injury, including but not limited to witness statements, physician’s notes, physical assessment, reports and modified and accommodated work offers.