



INJURY REPORTING PROCEDURE

Injury Reporting Requirement;

Letter to the Physician – To be given to the attending Physician along with the Physician Report. This letter explains Titanium Tubing Technology Modified Work Program

Physician's Medical Status Report – To be completed by the attending Physician for the initial medical appointment, and all follow-up medical appointments, extra copies are provided in this package. If there is a fee to ensure this form is completed, please notify management as soon as possible to ensure payment is provided. Form may be left with Physician to ensure it is completed at his earliest convenience.

Modified Work Ability Sheet – To be filled out by the attending Physician with injured employee, supervisor or HSE Representative

Modified Work Offer & Agreement – To be signed off by the Injured Employee and a Witness

Worker's Report of Injury – Completed by the Injured Employee

- Alberta WCB Form C-060
- Saskatchewan WCB Form W1
- B.C. WCB Form #6
- Auto Accident Report L-054

Decline Modified Duty / Request for Day off Request – Completed if the Injured employee chooses not to participate, or required days off from modified work

Witness Statements – Completed by all crewmembers or persons in attendance to the incident.

Responsibilities	
<u>Supervisor Responsibilities</u>	
1. The supervisor is responsible to accompany the injured employee to a medical facility 2. While on-route to a medical facility; • Notify your Operations Manager of the incident, who will then notify the HSE Manager • Explain the Modified Work Process to the injured employee • Explain the contents of the Injury Reporting Package to the Injured Employee 3. Ensure the attending Physician receives the Physician's Report from this package. 4. Ensure all paperwork is completed, scanned and e-mailed to Operation Manager & HSE Manager 5. Complete the Incident Report	
<u>Injured Employee Responsibilities</u>	
1. Advise your supervisor immediately of your injury or conditions. Accept First Aid treatment as you supervisor will accompany you to a medical facility. 2. Provide the attending Physician with the Physician's Report (located with this package) 3. Ensure all Paperwork is promptly given to you supervisor	

Ensure to Scan & Email to HSE Manager and Fax to 1-780-875-5249