

How do I support workers who report a slip, trip or fall?

OHS information for employers and supervisors

KEY INFORMATION

- As an employer, you have responsibilities under both the *Workers' Compensation Act* and occupational health and safety legislation when a worker is injured.
 - Meeting these responsibilities and being engaged in the corrective processes helps workers safely return to usual work activities and can help reduce claims costs.
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This bulletin provides information on steps to take when a worker reports a slip, trip, or fall. This bulletin does not include additional mandatory steps needed for more serious injury events that require first aid or transport to a treatment facility (e.g. urgent care center, or hospital).

Employers have specific obligations under *Workers' Compensation Act* and occupational health and safety (OHS) laws. Also, following internal and available best practices can maintain positive relations with workers and support earlier return to work.

Listen and recommend corrective actions

It is important for employers and supervisors to listen and take seriously reports of spills, uneven floors, missing guardrails and holes. Take the time to listen to worker reports or concerns about work tasks. Ensure workers know who to report to, and where to find the tools, signs, repair or clean up materials, or personnel to correct any hazardous situations.

Suggest that the worker seek medical attention if any injuries or illnesses were occurred through a slip, trip, or fall. You may provide workers a [WCB-Alberta worker handbook](#) that gives information on the claims process.

Investigate and document

You are required to investigate for hazards related to workers' concerns once reported. Templates are available to guide your investigation if needed (see the 'For more information' section to document your findings and help reporting).

Report to WCB

If an employer is notified of a personal injury due to a slip, trip, or fall, you are required to report it to WCB-Alberta within 72 hours of being notified of it. An injury or illness may be covered by workers' compensation benefits.

Consult with others

The members of a health and safety committee (HSC) or health and safety representative (HS representative) are your partners and resources. Among their duties, HSCs and HS representatives can help in investigating serious injuries and incidents at the work site and develop and promote measures to protect the health and safety of persons at the work site.

Supervisor flexibility

As an employer, give supervisors flexibility in determining how to eliminate or control hazardous situations that could lead to a slip, trip or fall. This flexibility can improve the success of resuming usual work activities as soon as possible.

Flexibility could involve giving the authority to modify work duties, changing equipment, relocating staff, and adjusting schedules to ensure work to correct hazardous situations or modify a work environment to eliminate or mitigate a hazard.

About the OHS Prevention Initiative

The [OHS Prevention Initiative](#) is a partnership between the Alberta government, employers, workers, health and safety associations, labour organizations, service providers (consultants, trainers and auditors) and WCB-Alberta. Its aim is preventing workplace injury and illness.

Contributors to this resource

Alberta Construction Safety Association
 Alberta Forest Products Association
 Alberta Hotel and Lodging Association
 Alberta Motor Transport Association
 Alberta Municipal Health and Safety Association
 AgSafe Alberta
 Continuing Care Safety Association
 Energy Safety Canada
 Ledcor Group of Companies

For more information – employers

WCB-Alberta – Employer fact sheet
wcb.ab.ca/assets/pdfs/employers/EFS_My_worker_is_injured.pdf

WCB-Alberta – Employer handbook
wcb.ab.ca/assets/pdfs/employers/employer_handbook.pdf

WCB-Alberta – Employer injury report
wcb.ab.ca/claims/report-an-injury/for-employers.html

Sample investigation template
ohs-pubstore.labour.alberta.ca/li016tmp

Other resources

WCB-Alberta – Worker handbook
wcb.ab.ca/assets/pdfs/workers/worker_handbook.pdf

WCB-Alberta – Forms and guides
wcb.ab.ca/resources/for-employers/forms-and-guides/

Government of Alberta OHS resource portal
ohs-pubstore.labour.alberta.ca/

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