

**Company Name**  
**ACCIDENT REPORTING POLICY**

**Purpose** This statement provides direction and guidelines for the procedure to be followed when workplace accidents occur.

**Policy** (Company Name) requires that all workplace accidents, no matter how minor, are to be reported immediately by the employee to his/her immediate supervisor before leaving the workplace.

The employee will be required to complete an Employee Accident Report and give a copy to his supervisor, keeping a copy for himself.

**WCB Act** The Saskatchewan Workers' Compensation Act stipulates at Section 45(1):  
Notice of injury  
45(1) Subject to section 47, no compensation is payable to a worker unless:  
(a) He gives notice of his injury to his employer and the board as soon as possible upon sustaining that injury and before he has voluntarily left the employment; and  
(b) The claim for compensation is made within six months from the date he sustained the injury or, in the case of death, within six months from the date of death.  
(2) A notice mentioned in subsection (1) shall state:  
(a) The name and address of the worker;  
(b) The cause of the injury; and  
© The place where the injury happened;  
and shall include any proofs of the claim that the board may require.

General Manager

**I have read and understand the contents of the accident reporting policy and will abide by the Company's policy.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_