

# CLAIM APPLICATION

Do you want help filing your claim? We can help you with your claim, free of charge, by contacting us at the following:

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When should you file a claim for benefits with the Workplace Health, Safety and Compensation Commission (known as the Commission or WHSCC)?

There are basically three categories for claims:

If you were injured in an accident at work (for example; falling off a ladder, sudden back pain after lifting or twisting, or slipped on wet floor or stairs, etc.)

If you develop medical problems that you think are caused by the **type of work** you do (for example; tendonitis or carpal tunnel syndrome caused by repetitive movements over time)

If you develop a disease or medical problems that you think are caused by **work exposure** (for example; exposure to noise, chemicals, or dust, etc.)

## What should you do?

- Tell your employer about your accident or occupational disease before leaving your workplace if possible. If you need more than first aid, your employer should provide transportation to the appropriate medical care.
- Tell the physician that your injury was work related. Your doctor will complete a physician's report of injury (Form 8/10) and provide you with copies of this report. When you are capable bring a copy to your employer as he/she has to complete a Form 7.
- Complete your report of injury for workers' compensation – Form 6.
- Report the accident/injury to your union or Health & Safety Representative at the workplace.

## How long can you wait before filing a claim for benefits?

In order to receive workers' compensation benefits you should apply:  
Within 3 days of your injury or within 3 months.

If it is a gradual onset injury or occupational disease the same applies from the date that you became aware of the injury/disease.

You should also inform your employer in this case as well as soon as you become aware of the injury/disease.

### **How does a worker file a claim for benefits?**

You must complete a Form 6 which is the workers' report of injury. If you do not complete a Form 6, workers' compensation will not consider a claim. They require your signature to the Form 6 to legally process the application.

Even if your doctor sends in his/her report of the injury (Form 8/10) and the employer sends in their report of injury (Form 7), the Commission will not consider it a claim without your Form 6. Benefits will not be provided without your Form 6.

You can get a copy of the Form 6 from your employer who is obligated to have them at the workplace. You can also get a copy on the Commission's website at [www.whscc.nf.ca](http://www.whscc.nf.ca), look at the top of the page for the word Forms. Click on it and look for Form 6 Workers' Report of Injury. Or you can call WHSCC at 778-100 or toll free at 1-800-563-9000 and they will mail a Form 6 out to you.

You can call the Office of the Workers' Advisor for assistance in completing the form.

### **What should happen next?**

You will receive a letter informing you that the Commission has received your Form 6 and will provide you with a claim number on that letter. You will need to reference that number each time you contact the Commission. Keep it safe.