All injuries, no matter how minor, must be reported to your supervisor. As per *The Occupational Health and Safety Regulations, 2020*, Regulation 5-8 – An employer must ensure that a First Aid station is provided with a first aid register and that the following are recorded:

1. Each First Aid Treatment administered to a worker while at work
2. Each case referred for medical attention

**ANY INJURY IS REFERRED FOR FURTHER MEDICAL TREATMENT:**

1. **NOTIFICATION MUST BE MADE TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
2. **A MEDICAL RESTRICTIONS FORM MUST BE FILLED IN PRIOR TO THE EMPLOYEE RETURNING TO WORK.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date****&****Time** | **Employee Name****(Print Legibly)** | **Company Name****(Print Legibly)** | **Name of Supervisor Reported To** | **Nature of Illness (Left/right, index finger, hand, foot, cut, sprain, etc)** | **Brief Description of where/what caused the injury** | **First Aid Administered** | **Name of First Aid Attendant** | **Was the Employee referred for medical treatment?****Where?** |
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*Note: The first aid register must be readily available for inspection by the committee or representative and records must be retained for a period of not less than five years from the day on which the register ceased to be used.*