**Checklist for Reporting Work-Related Illnesses or Injuries**

* Note the time, date and what caused the accident or illness. Also note the names of any witnesses and contact information for them, if possible.
* If you are unable to record this information, ask someone else to do it for you immediately. This information is important to present to your employer and, if necessary, your attorney or the Worker’s Compensation Board.
* Report the injury or onset of illness immediately to your supervisor.
* Request worker’s compensation benefits immediately from your employer. If you are in a union, report your injury immediately to your union representative.
* Do not sign any papers unless you have read them and understand what you are signing.
* Know your rights. If your claim is denied by your employer, you have a legal right to a hearing before the Worker’s Compensation Board.