# 1. Report the injury to your supervisor

Tell your supervisor right away that you were hurt at work. Your supervisor may ask you to complete a form with information about the injury. In St James-Assiniboia the form is [policy #EBBB-E-2](https://portal.sjasd.ca/Forms/Documents/Notice%20of%20Accident%20Form%20EBBB-E-2%20-%20MANTE,%20CUPE,%20EXCLUDED.pdf).

The form can be found in the portal under the Forms Tile or on the MANTE Webpage.

The original copy goes to HR for MANTE and CUPE at the Board Office and the employee should make a copy for their records.

If your employer does not have a form for you, please complete the [Notice of Injury to Employer form](https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.wcb.mb.ca%2Fnotice-of-injury-to-employer-aka-green-card&data=05%7C01%7Csigny.mcintyre%40sjasd.ca%7Cfd6d974d95d24c8fa3f008db0fa3d7b9%7C57e2d7734dcc4850871773b1db41984a%7C0%7C0%7C638120968589965760%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ylCbXRMxDlzDP%2BdihO4sq%2BJWL9a0PjrN%2BZdOeOn419s%3D&reserved=0).

Please note that your employer will also report your injury to the WCB.

# 2. Go to a healthcare provider

Get the medical treatment you need. When you do, let your healthcare provider know you were hurt at work. The doctor will complete some paperwork which will help the WCB to make decisions on your claim and manage your injury.

# 3. Report your Injury to the WCB

If you miss time from work or see a healthcare provider because you are hurt at work, call the WCB at 204-954-4321 or toll-free 1-855-954-4321.

A WCB representative will take your injury details and other information. As well, we have translation services available to help you speak to a WCB representative in the language of your choice.

You can report your injury by phone from 8:00 a.m. to 7:00 p.m., Monday to Friday (except statutory holidays).

Additionally, you can report an injury to the WCB by filling out the [Worker Online Incident Report](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.securewcb.mb.ca%2Fiwfr%2FWelcome&data=05%7C01%7Csigny.mcintyre%40sjasd.ca%7Cfd6d974d95d24c8fa3f008db0fa3d7b9%7C57e2d7734dcc4850871773b1db41984a%7C0%7C0%7C638120968590121972%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=N3mV0C4cLhmHJdSdR0fltbSM%2FFXSYXfYCfDtpY4ftNI%3D&reserved=0). This application is secure, and available to report a workplace injury 24/7. Please note you will require JavaScript enabled on your web browser.

You can also download the [Worker Incident Report](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.wcb.mb.ca%2Fworker-incident-report%23overlay-context%3D&data=05%7C01%7Csigny.mcintyre%40sjasd.ca%7Cfd6d974d95d24c8fa3f008db0fa3d7b9%7C57e2d7734dcc4850871773b1db41984a%7C0%7C0%7C638120968590121972%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QxnNuqipHneeQeCUVPDF02u1HXklEsfKVnWtaUjz0AQ%3D&reserved=0)to send by fax or mail. If needed, the paper forms are available by calling 204-954-4321 or toll-free at 1-855-954-4321.