

Reporting Workplace Injuries

Government of Alberta and Workers' Compensation Board (WCB) Processes and Reporting Requirements

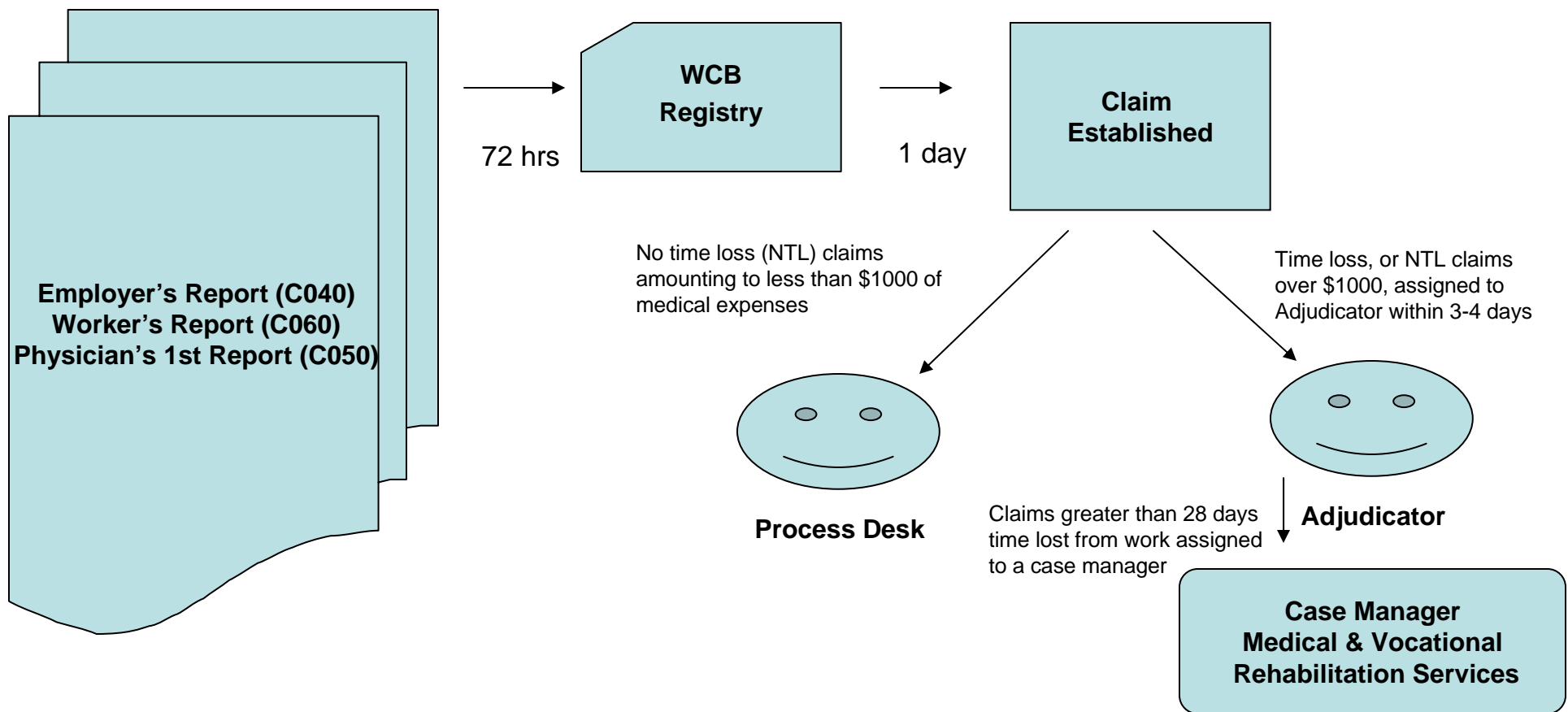
2010

Corporate Human Resources

What is Workers' Compensation?

- The Workers' Compensation Board (WCB) - Alberta is a not-for-profit organization legislated to administer the workers' compensation system for the province of Alberta.
- Through the payment of premiums, employers fund this system to provide compensation for workplace injuries and occupational diseases for workers. In turn, workers cannot sue their employers for workplace injuries.

Life of a Claim - FLOWCHART



Case Management Teams

WCB Case Management Teams assigned by:

- Employer's account (Government of Alberta)
- Industry
- Severity/complexity of the claim
 - e.g. occupational disease, severe burns, brain injuries, paraplegia or quadriplegia

Each team is made up of adjudicators, case managers, case assistants, medical advisors and account managers.

Types of Injuries Covered

** Must be related to the accident and work duties **

Traumatic injuries – specific incident

- e.g. strains and sprains, fractures, amputations, lacerations, bruises, post-traumatic stress, cardiac conditions, hernia, etc

Progressive Injuries

- repetitive strain/motion; cumulative trauma such as hearing loss, tendonitis, tennis elbow, etc.

Industrial Diseases

- e.g. hepatitis, tuberculosis, asbestosis, contact dermatitis, work-related asthma, etc.

Work-related Motor Vehicle Accidents (MVA's)

- need to be recorded and an Employer's Report submitted to WCB even when no injury is immediately apparent

Eyeglasses/personal property damage, and dental claims

What incidents can be reported to establish a WCB claim?

- Medical treatment beyond first aid
- Lost time beyond the date of accident
- Modified work beyond the date of accident
- Medical aid expenses such as dental treatment, prescriptions, physiotherapy, etc.
- Personal property damage (i.e. clothing, eyeglasses, dental appliances, tools, etc.)
- Death or permanent disability

Workers' Compensation Benefits

Government of Alberta (GoA)/WCB payment arrangement

- GoA continues to pay employees directly for the first 80 days off work at 100% pay (Master agreement Article 23) and proceeds with application to Long Term Disability Income (LTDI) after day 20 off work
- After 80 days, GoA stops paying and WCB pays employee directly and Great West Life decides entitlement to LTDI benefits beginning 81st day
- Some individuals may receive an LTDI top-up of their WCB benefits
- Minimum coverage through LTDI is payment of employer portion of Alberta Blue Cross benefits (for details on the GoA's LTDI process and benefits, go to www.chr.alberta.ca/ltd)

Wage Replacement

- After 80 days off work, WCB pays employee directly based on 90% of net wages up to a yearly wage maximum (\$77,000 for 2010)

Medical aid

- Prescriptions, dental procedures, hospital expenses, treatments, splints, prostheses, mobility and communication aids related to the work injury

Workers' Compensation Benefits (cont'd)

Replacement of personal property damaged in workplace accidents

- Includes eyeglasses, clothing, tools, etc.

Recognition of permanent effects of a work injury

- Payment of lump sum for permanent impairment (i.e. loss of body part, loss of range of motion) – Non-Economic Loss Payment (NELP)
- Payment of wage loss (top-up) if ability to earn is reduced, for both short-term and long-term

Vocational Rehabilitation

- Re-employment benefits, job finding club, training-on-the-job, academic training, relocation assistance, tools & equipment, workplace modification, work hardening, vocational assessments, and counseling

Fatalities

- Benefits for dependents
- Funeral expenses, pension, vocational rehabilitation for widows/widowers

Employee's Responsibility When An Injury Occurs

- Inform employer immediately
- Document the incident in First Aid Record
- Seek medical treatment if required
- Submit a Worker's Report of Injury to WCB for anything beyond first aid
- Provide employer with medical form (pink or white)
- Keep healthcare appointments and follow treatment plan
- Advise WCB and employer if able to return to work or if any changes to work duties are required
- Keep in regular contact with adjudicator/case manager & employer
- Submit receipts to WCB for all costs directly related to claim

Employer's Responsibility When An Injury Occurs

Injury Response

- Immediate & appropriate first aid response
- Transportation costs (ambulance, taxi, etc.) to first treatment facility
- Pay injured worker for balance of the shift (regular pay)
- If employee is off or requires modified duties for more than the date of accident, notify your Service Alberta WCB Administrator (see slide 17)

First Aid records should be kept for all workplace injuries

- Record all incidents in the First Aid Records in accordance with the Occupational Health & Safety Code
- Provide a copy to the employee
- GoA Emergency Management & First Aid plans & forms:
www.chr.alberta.ca/EmergencyManagement

Employer's Responsibility When An Injury Occurs

- Record the following in First Aid Records:
 - the full name of the injured employee;
 - the date, place and time of the injury or illness;
 - the date and time that the injury or illness was reported or that the employer acquired knowledge of it;
 - the cause of the injury or illness;
 - a description of the injury or illness;
 - the first aid treatment rendered;
 - name and qualifications of the person giving first aid; and
 - where at the worksite the incident occurred.

- Complete the GoA's Supervisor's Incident Investigation report (SIIR) and WCB's Employer's Report of Injury form (C040) and send a copy of both to Service Alberta (www.chr.alberta.ca/IncidentManagement) and your ministry HR office.

- Fax a copy of the WCB's Employer's Report of Injury to WCB within 72 hours from the date you are advised of the injury. Late reporting of workplace injuries can result in penalties to your ministry.

Employer's Responsibility When An Injury Occurs

- Depending on the type of injury, the following may be required by WCB:
 - Physical Demands Analysis (WCB form C545)
 - Employee's job description
 - Progressive Injury Questionnaire (WCB form C606)

(WCB forms can be ordered from WCB at www.wcb.ab.ca)

- The Government of Alberta's processes for investigating and reporting work-related injuries, as well as required forms, can be located at:
 - www.chr.alberta.ca/IncidentManagement
- The **Tip Sheet for Supervisors** helps to guide supervisors through the GoA & WCB processes for incident management and injury reporting:
 - www.chr.alberta.ca/health/resources/tip-sheet-for-supervisors.pdf

Return to Work Planning

- Ensure the employee provides a medical clearance to return to work - pink copy of medical report and assessment form OR obtain a copy of medical reporting from WCB
- Determine fitness level of employee – is it regular or modified duties?
 - If modified duties, ensure WCB has a gradual return to work plan in place with restrictions identified, as well as an estimated date of return to regular duties
 - Supervisor and/or Human Resources will need to facilitate/monitor duties
 - In most cases, modified work will be accommodated in the employee's department
 - Workplace Health – CHR can provide consulting assistance to ministries
- If regular duties, arrange the return to work and provide support on the job site to assist the employee to get back to a normal routine
- Report return to work *from lost time* to Service Alberta WCB Administrator or WCB within 24 hours, and report any difficulties immediately
- For more information on returning injured employees to work, refer to the “Return to Work Guidelines” (www.chr.alberta.ca/returntowork)

Suitable Modified Work

- Accommodates the employee's medical restrictions without endangering his/her recovery or safety, or the safety of others.
- Contributes to the employee's physical and vocational rehabilitation by keeping him/her active and involved in the workplace.
- Promotes the gradual restoration to the employee's regular duties.
- Must be a meaningful and productive part of the employer's operations.
- Does not create financial hardship for the employee (i.e. additional costs incurred – additional travel, parking, or other costs should be covered by the ministry during the period of modified duties.)

Did you know...

- Under the Workers' Compensation Act AND Occupational Health & Safety legislation in Alberta, the **employer** is responsible to transport injured or sick employees to appropriate medical facilities. **This includes covering the cost of an ambulance (if required) from the work site.**
- Individuals who are "appointed or employed in accordance with, pursuant to, or subject to the Public Service Act" are workers of the Government of Alberta and are protected by the Workers' Compensation Act. **This includes most Board Members who receive an honorarium and are appointed by an Order in Council.**
- The GoA has "**deemed**" **worker accounts** that provide WCB coverage for residents in care facilities, work experience students, emergency fire fighters, college/university students, Alberta Job Corps clients, farming research and training program staff, as well as prisoners in provincial jails.
- WCB considers many GoA volunteers to be "unpaid workers" rather than true volunteers performing charitable work. **Unpaid workers are covered by WCB.**
- All Ministries with the GoA have their own account numbers with WCB. Supervisors completing Employer's Reports of Injury can list their ministry name or account number to ensure the claim is charged to the correct WCB account. **Call WCB if you are not sure which account number to use.**

When to Call your WCB Account Manager:

Inquiries on:

- Coverage for Volunteers
- Deeming orders
- Coverage for Contractors and Subcontractors
- Employer experience rating (premium rate)
- WCB resources for employers

Patrick Brophy, Account Manager

780-498-7403

patrick.brophy@wcb.ab.ca

Service Alberta WCB Administrators - Ministry Portfolios

Maxine Yarmuch 780-422-6031

- Advanced Education & Technology
- Agriculture & Rural Development
- Corporate Human Resources
- Employment & Immigration
- Environment
- Finance & Enterprise
- Health & Wellness
- International & Intergovernmental Relations
- Public Service Commissioner
- Service Alberta
- Sustainable Resource Development
- Culture & Community Spirit
- Children & Youth Services
- Solicitor General & Public Security
- Transportation
- Aboriginal Affairs
- Chief Electoral Officer
- Education
- Energy
- Executive Council
- Public Affairs Bureau
- Housing & Urban Affairs
- Municipal Affairs
- Seniors & Community Supports
 including Michener Centre
- Treasury Board
- Justice & Attorney General
- Infrastructure
- Tourism, Parks & Recreation

Service Alberta WCB Administrators Fax: 780-644-5747

Questions?

Patrick Brophy, WCB Account Manager
780-498-7403
patrick.brophy@wcb.ab.ca

General Questions – WCB
Alberta Customer Contact Centre
Toll free: 1-866-922-9221
Direct: 780-498-3999
Fax: 780-427-5863 or 1-800-661-1993
www.wcb.ab.ca

Workplace Health – Corporate Human Resources
780-408-8400

