

# Injury Report Instructions

The numbers refer to question numbers on the form that may require additional explanation.

## Worker Details

### 1 Have your work duties been modified?

Your duties have been modified if your employer made changes to regular job duties, as a result of an injury. For example, tasks or functions, workload (e.g., hours or work schedules), environment or work area, equipment.

Please indicate if you are working as an apprentice.

## Employer Details

### 2 Please complete all the information.

## Accident Details

### 3 Date and time of accident

If your injury developed over a period of time, indicate either the date of first medical treatment or the date you first reported it to your employer and check the box at the right. On the next line, give your start and end times on the day of the accident.

### 4 Date accident/injury reported to employer

Please provide an accurate date and time someone from your work was made aware of your injury. Name the person, their position and their contact information.

If you could not report your injury immediately, please provide a reason.

### 5 Describe fully what happened to cause the injury

In your own words, tell us about your injury. If a repetitive strain injury, include your typical actions and how often you repeat them on the job – twisting, typing, pushing and pulling. If any lifting, indicate the weight.

*Example: I walked into our walk-in cooler to get a 50 lb. sack of potatoes. I bent down, picked up the sack, and turned to my right to leave. I felt a pull in my lower back and dropped the potatoes on my right foot. As a result, I injured my back and my right foot.*

Should you need more space than the area provided, please attach a letter.

Call the Claims Contact Centre 780-498-3999 or 1-866-922-9221 if you are reporting one of the following:

#### 1. Repetitive strain injury

For example, a typist developed tendonitis in the wrist as a result of job duties. Describe fully the job duties done each day. Include the time spent at each task.

#### 2. Occupational disease

Describe hearing loss, respiratory problems, etc. due to prolonged exposure to gas, chemicals, loud noises, etc.

#### 3. Motor vehicle accident

Send us a copy of the police report, when available. Fill out the Automobile Accident Report in this booklet.

### 6 Location of accident

Wherever the accident occurred, please provide a street address, if possible. Otherwise, indicate the location, such as 25 km east of Edmonton on Hwy 16, an oilrig site. If it is a motor vehicle accident, include the direction of travel.

## Injury Details

Indicate the part of your body that was injured, what side of your body and what type of injury it is. When your doctor or chiropractor sends in your medical report we will confirm your injury.



WORKER REPORT

of Injury or Occupational Disease C060

Seven Digit Claim #:

Worker Details

Past the date of injury: Have you been off work? Yes No 1 Have your work duties been modified? Yes No

Last Name: First Name: Initial: Mailing Address: Apt# Social Insurance #: City: Province: Postal Code: Personal Health #: Phone Number: Date of Birth: Gender: M F Occupation and job description: Are you an apprentice? Yes No If yes, date you would have obtained journeyman status: Date hired: Are you a partner or director in the business? Yes No Do you have personal coverage? Yes No If yes, coverage number:

Employer Details

2 Employer Business Name:

Mailing Address: City: Province: Postal Code: Contact Name: Title: Phone: E-mail:

Accident Details

3 Date/time of accident: Time: a.m. p.m. or the injury/condition developed over time Date/time scheduled shift started (if applicable): Time: a.m. p.m. Date/time scheduled shift ended (if applicable): Time: a.m. p.m. 4 Date accident/injury reported to employer: Name of person and their position: Phone Number: If not reported immediately, give the reason:

5 Describe fully, based on the information you have, what happened to cause this injury or disease. Please describe what you were doing, including details about any tools, equipment, materials, etc. you were using. State any gas, chemicals or extreme temperatures you may have been exposed to: Motor vehicle accident? Cardiac condition/injury? Claimed to another WCB? Province:

If you have more information or a list of witnesses, please attach a letter. Please check this box if letter is attached.

Have you had a similar injury before? Yes No If yes, attach a letter with details. Was the work you were doing for the purpose of your employer's business? Yes No Was it part of your usual work? Yes No Did the accident/injury occur on employer's premises? Yes No

6 Location where the accident happened (address, general location or site): Full name of treating hospital or healthcare professional: Address: Phone:

Injury Details

What part of body was injured? (hand, eye, back, lungs, etc.) Left side Right side

What type of injury is this? (sprain, strain, bruise, etc.)



Please fill in your name, Social Insurance Number and date of birth at the top of each page of the form in case the pages get separated.

Remember to complete all three pages and sign the form before sending.

## 7 Return-to-Work Details

Please complete all the information that applies.

### Employment Details

#### 8 Complete one of the following A or B or C.

- Complete **A** if you work 12 months per year with the same employer.
- Complete **B** if you work only part of the year (subject to seasonal or lack of work layoffs).
- Complete **C** if you are self-employed, are a sub-contractor or do piecework.

### Earnings Details

#### 9 b) Additional taxable benefits:

##### Vacation and statutory holiday pay

Please indicate if you are paid holiday and stat pay as an additional percentage on your paycheque or, if these days are included as days off with pay.

##### Shift premiums

Complete if you receive pay in addition to your regular rate of pay (e.g., 50¢ paid per hour for night shift). Provide your gross shift premium earnings for one year prior to the date of injury (less if you have not worked a full year).

#### Overtime

Complete only if you work the same number of hours overtime each week, month or shift cycle.

#### c) Second job

Provide a contact name and telephone number for a second job. If this injury causes you to miss earnings from that job, WCB-Alberta will consider these earnings when your compensation rate is set. Your second employer may be contacted.

*If you do not know your hours of work and wage information, you can get them from your employer.*

### Hours of Work Details

#### 10 a) Number of hours

Indicate your regular hours of work.  
Do not include overtime here.

Worker's Last Name: \_\_\_\_\_ Worker's First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Social Insurance #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (Year / Month / Day)

**Return to Work Details** Please complete all that apply

**7** a. Will/did your employer pay you while off work?  No  Yes, pre-accident wages  Unknown

b. Date and time you first missed work: \_\_\_\_\_ (Year / Month / Day) Time: \_\_\_\_\_:\_\_\_\_\_  a.m.  p.m.

c. If you have returned to work indicate date: \_\_\_\_\_ (Year / Month / Day) Time: \_\_\_\_\_:\_\_\_\_\_  a.m.  p.m.

Current work status:  Regular work duties, or  Modified work duties  Regular hours of work, or  Modified hours of work: \_\_\_\_\_ hrs per \_\_\_\_\_  
 Pre-accident rate of pay, or  Revised rate of pay: \$ \_\_\_\_\_ per \_\_\_\_\_

If you are working modified duties please describe: \_\_\_\_\_

**Employment Type Details** (Complete A or B or C. Select your type of employment.)

**8 A** Permanent position employed 12 months of the year:  
 Permanent full-time  Permanent part-time  Irregular/casual

or **B** Non-permanent position employed only part of the year (subject to seasonal or lack of work layoffs):  
 Seasonal worker  Summer student  Temporary position

Had this injury not occurred, your last day of employment would have been:  
 Position start: \_\_\_\_\_ (Year / Month / Day) Position end: \_\_\_\_\_ (Year / Month / Day)  Estimated, or  Actual

How many months or days are workers employed in this position? \_\_\_\_\_

or **C** Special employment circumstance:  
 Sub contractor  Vehicle owner/operator  Welder owner/operator  Commission  Piece work  Volunteer  Self-employed

Do you incur expenses to perform the work (materials, tools, etc.)?  Yes  No Will you receive a T4?  Yes  No

**Note: If you have checked any box in 8C please submit a detailed income and expense statement.**

**Earning Details**

a. Your rate of pay at time of accident: \$ \_\_\_\_\_ per  Hour  Day  Week  Month  Year

**9** b. Additional taxable benefits:  
 Vacation Pay: \_\_\_\_\_  Taken as time off with pay  Paid on a regular basis % \_\_\_\_\_

Shift Premium  Overtime  Other  
 Please describe: \_\_\_\_\_

c. Do you have a second job?  Yes  No If yes – Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Second employer may be contacted)

d. Did you miss time from this second job?  Yes  No If yes, please attach earning information and time missed details.

**Hours of Work Details**

**10** a. Number of hours (not including overtime): \_\_\_\_\_ per week

Describe your work schedule (e.g., Monday to Friday, on. Saturday to Sunday, off.): \_\_\_\_\_



|                     |                      |                                     |
|---------------------|----------------------|-------------------------------------|
| Worker's Last Name: | Worker's First Name: | Initial:                            |
| Social Insurance #: | Date of Birth:       | <small>(Year / Month / Day)</small> |

### Declaration and Consent

I declare that the information in the Worker Report of Injury or Occupational Disease form will be true and correct.

I understand that:

- While I am receiving any benefits from WCB-Alberta, it is my obligation to inform WCB-Alberta immediately if I return to work of any kind, become capable of working or if there is any other change in my employment status. Work includes but is not limited to any activity in which labour or services are provided, whether or not payment of any kind is received.
- Criminal prosecution may result from any attempt on my part to collect benefits by providing false information, failing to provide information regarding my ability to work, or other fraudulent means.
- My employer may request a review or appeal of any decisions made on my claim and may therefore examine my claim file. My claim file may also be examined by anyone with a direct interest, as determined by WCB-Alberta, or a person or company I have authorized to review my claim file. (To provide authorization, use the Worker's Information Release form in the *Worker Handbook*).
- My social insurance number may be used for reporting to Canada Revenue Agency.
- WCB-Alberta may collect information that it considers relevant to determine benefit entitlement, including information pre-dating my accident, from any source including physicians, other health care providers, employer(s) and vocational rehabilitation service providers. This information is collected to determine my entitlement to compensation under the *Workers' Compensation Act*.

WCB-Alberta may use and disclose the information collected to determine entitlement, to provide services and benefits and, as required or authorized by law. This information may be used and disclosed pursuant to the *Workers' Compensation Act* and the *Freedom of Information and Protection of Privacy Act*.

Date: (Year / Month / Day) \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Signing the above consent enables the Workers' Compensation Board to process your claim.**

**NOTE:** The information required in the *Worker Report of Injury or Occupational Disease* is collected under sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of determining entitlement to compensation and for determining employers' premium rates. Questions may be directed to the Claims Contact Centre as noted on the front of this form and on the back of the *Worker Handbook*. The information provided to the Workers' Compensation Board is protected by the provisions of the *Freedom of Information and Protection of Privacy Act*.

*This report form is part of a booklet of information intended to help workers with completing the necessary WCB-Alberta forms and understanding the process. Keep the booklet for your reference.*

