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.

Employer provided health benefits

Employers are required to pay the health benefits of their injured workers for up to one year* following the date of accident. A health care benefit includes services covered under basic health plans. If as a worker, you were contributing to any premiums, you must also continue to pay what you were paying before the accident or illness for this benefit coverage to continue.

*If you voluntarily end your employment during the coverage period, your employer will no longer be entitled to provide health benefits past the last day of employment.
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: Apt# __________  First name: Initial:

Mailing address: Apt# __________  Social Insurance #: __________
City: Province: Postal code:
Phone number: Date of birth: (Year / Month / Day) Gender: ☐ M ☐ F ☐ X
Email address:

Employer Details

Employer business name: Alberta Post-Secondary Learning (WCB Account # 3161508)
Mailing address: 10020 - 101 Avenue
City: Edmonton  Province: AB  Postal code: T5J 3G
Contact name: Title: Phone: 780-427-6897  E-mail:

Accident Details

Date / time of accident: (Year / Month / Day) Time: ______:______ a.m. ☐ p.m. ☐ or ☐ the injury/condition developed over time
Date/time scheduled shift started (if applicable): (Year / Month / Day) Time: ______:______ a.m. ☐ p.m. ☐
Date/time scheduled shift ended (if applicable): (Year / Month / Day) Time: ______:______ a.m. ☐ p.m. ☐

Date accident/injury reported to employer:
Name of person and their position:
Phone number:

If not reported immediately, give the reason:

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:

☐ Cardiac condition / injury?
☐ Claimed to another WCB?  Province: ______________________________
☐ Motor vehicle accident?  If you have a police collision report, please send a copy by mail or fax once you have a claim number. Please also complete the WCB Automobile Accident Report.

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 ☐
Location where the accident happened (address, general location or site):

Full name of treating hospital or healthcare professional:
Address:
Phone:

When did you first seek medical treatment?  (Year / Month / Day)  Is any further treatment required?  Yes ☐ No
Did your employer provide health benefits to you at the time of the accident?  Yes ☐ No
Will your employer continue paying the benefit premium?  Yes ☐ No

Complete all three pages and sign the form before sending.

If your injury is the result of a motor vehicle accident, complete the Automobile Accident Report (L-054).
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.

Return-to-Work Details
Please complete all the information that applies.

Employment Details
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
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
a) Number of hours
Indicate your regular hours of work. Do not include overtime here.

For information about WCB-Alberta benefits and services, please have a look at our Worker Handbook. It explains what you can expect during your claim and may answer some of the questions you have.
Complete all three pages and sign the form before sending.
If your injury was sustained in an automobile accident, fill out and send an Automobile Accident Report along with the Worker Report.