

Employer Report of Injury or Occupational Disease

Reporting an injury

By law, employers are required to report injuries that their workers suffer while on the job. If your worker has been injured, you have **72 hours** after becoming aware of an injury or illness to submit the Employer Report of Injury form. The sooner we receive your information, the faster we can determine entitlement to benefits and services for your worker.

You need to submit a report to WCB if the accident results in, or is likely to result in:

- **lost time or the need to temporarily or permanently modify work** beyond the date of accident.
- **death or permanent disability** (amputation, hearing loss, etc.).
- **a disabling or potentially disabling condition** caused by occupational exposure or activity (such as a mental health concern, poisoning, infection, respiratory disease, dermatitis, etc.).
- **the need for medical or mental health treatment beyond first aid** (assessment by physician, psychologist, physiotherapist, chiropractor, etc.).
- **incurring medical aid expenses** (dental treatment, eyeglass repair or replacement, prescription medications, etc.).



Option 1:

Report online using myWCB

myWCB provides you with access to a number of online services, including reporting. Through myWCB, electronic injury reporting will guide you through the reporting process and provide you with help along the way.

To learn more about myWCB, visit our website under [Resources > For employers > Online services](#).



Option 3:

Report by fax

If you are unable to access our online services you can submit the Employer Report of Injury form by fax to:

780-427-5863 (Edmonton)
1-800-661-1993 (within Canada)

If you fax the report, do not send another copy by mail.



Option 2:

Submit a one-time injury report

If you are unable to sign up for online services you can still submit a one-time injury report online.

Visit our website under [Claims > Report an injury > For employers](#).

If you have questions or need help reporting, call us.

Inside Alberta: 1-866-922-9221
Outside Alberta: 1-800-661-9608 (in Canada)

Employer Report Instructions

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

If you are unclear or need assistance completing this form, call 780-498-3999.

Claim Type

1 Time Lost (TL)

Check this box if your worker is off work past the day of the injury. (Complete the entire form.)

Modified Work

Check this box if your worker's duties have changed because of the injury. Modified work includes a change in duties, job, hours, or amount of work. If your worker is on modified work beyond the day of the accident, the injury must be reported to WCB even if there is no time lost or loss of earnings. (Complete both pages of the form.)

No Time Lost (NTL)

Check this box if your worker will not miss work beyond the day of the injury. (Complete all sections except for section 8, 9, 10 and 11.)

Worker Details

Please provide as much information as possible.

Employer Details

2 Employer/supervisor contact

Provide the contact name and number of the person in your company managing your worker's claim and return to work.

Accident Details

3 Date & time of accident

If the injury/condition or occupational disease developed over a period of time, indicate the date you first became aware of the injury.

4 Date accident/injury reported to employer

Name the date, time, person, position and contact information.

5 Describe what happened to cause the injury

Include typical actions and how often they are repeated on the job (e.g., twisting, typing, pushing, and pulling). If there is any lifting, indicate the weight.

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

Example:

Bob walked into our walk-in cooler to get a 50 lb. sack of potatoes. He bent down and picked up the sack, turned to his right to leave. He felt a pull in his lower back and dropped the potatoes on his right foot, also injuring his right foot.

6 Location of accident

This information may be needed to determine:

- whether your worker was performing duties in the course of employment, OR
- whether the injury occurred due to the negligence of another party.

Provide a street address, if possible, indicate the location (e.g., 25 km east of Edmonton on Highway 16, an oil rig site). If it is a motor vehicle accident, include the direction of travel.

7 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. If your worker was contributing to any premiums, they must also continue to pay what they were paying before the accident or illness for benefit coverage to continue.

**If your worker voluntarily ends their employment during the coverage period, you will no longer be entitled to provide health benefits past the last day of employment.*

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 what job duties are 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.

Seven digit claim # (if available):

Claim Type

Time lost **Modified work** **Fatality**
Complete entire report if claim type is one of the above

No time lost (Notice of non-disabling injury/illness)
Complete all sections except for section 8, 9, 10 and 11

Worker Details

Last name: _____ First name: _____ Initial: _____

Mailing address: Apt# _____, _____ Social Insurance #: _____

City: _____ Province: _____ Postal code: _____ Personal health #: _____

Phone number: _____ Date of birth: _____ (Year / Month / Day) Gender: M F X

Email address: _____

Occupation: _____ Job description: _____ Date hired: _____ (Year / Month / Day)

Does the worker have WCB personal coverage with this business? Yes No Is the worker a partner or director in this business? Yes No

Is the worker an apprentice? Yes No If yes, date the worker would have obtained journeyman status: _____ (Year / Month / Day)

Employer Details

Business name or government department:
Alberta Post Secondary Learning

Mailing address: **10020 - 101A Avenue**

City: **Edmonton**

Province: **Alberta** Postal code: **T5J 3G2**

Phone: **780-427-689** Fax: _____

WCB account number: **3161508** Industry: **8 | 0 | 5 | 0 | 0**

2 Employer/Supervisor contact name and title: _____

Contact phone: _____

Contact e-mail: _____

Accident Details

3 Date and time of accident: _____ (Year / Month / Day) Time: _____: _____ a.m. p.m.

Date and time scheduled shift started: _____ (Year / Month / Day) Time: _____: _____ a.m. p.m.

Date and time scheduled shift ended: _____ (Year / Month / Day) Time: _____: _____ a.m. p.m.

or the injury/condition developed over time

4 Date accident/injury reported to employer: _____ (Year / Month / Day)

To whom was the accident/injury reported?: _____ Phone number: _____

5 Describe fully, based on the information you have, what happened to cause this injury or disease. Please describe what the worker was doing, including details about any tools, equipment, materials, etc., the worker was using. State any gas, chemicals or extreme temperatures worker may have been exposed to:

Motor vehicle accident? Yes No If you have a police collision report, please mail or fax it to us once you have a claim number available. Please include the worker's name and claim number.

If you have more information, please attach a letter. Letter attached? Yes No

Cardiac condition/injury? Yes No Did the accident/injury occur on employer's premises? Yes No

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

Were the worker's actions at the time of injury for the purpose of your business? Yes No

Were the actions part of the worker's regular duties? Yes No

7 Did you provide health benefits to the worker at the time of the accident? Yes No

If yes, will you continue to pay the health benefit premium? Yes No





Page two of form

Please fill in your worker's name, Social Insurance Number, and date of birth at the top of the second page in case the pages get separated.

Return to Work Details

- 8** Please fill out all of the information that applies.

Employment Type Details

- 9** Complete one of the following A or B or C
- Complete A if your worker works for you 12 months per year.
 - Complete B if your worker works only part of the year, even though you may call the worker back to work each year. To correctly set the amount of compensation, we need to know the total number of days or months per year you would employ someone doing the same job as the injured worker, even if the work period starts and ends several times.
 - Complete C if the injured person is an owner/operator, subcontractor, or does piece work.

Earnings Details

- 10** Complete one of the following A or B

A. Gross earnings

Provide the worker's gross earnings for the 1 year period prior to the date of injury; or from the date the worker received a pay raise or job change in the past year; or from the date the worker was hired if less than 1 year from the date of injury.

Example:

Your worker was injured on June 4, 2014. Provide gross earnings for the period June 4, 2013 to June 3, 2014. A T4 slip for the previous year is not sufficient.

Gross earnings include:

- Basic hourly, weekly, biweekly, or monthly pay
- Overtime pay
- Shift differentials
- Bonuses
- Statutory Holiday pay
- Gratuities
- The dollar value of the employer-subsidized portion of employer-provided accommodation if the worker loses the accommodation because of the accident.
- The dollar value of an isolation allowance if the allowance is a permanent part of the job and the worker loses the allowance because of the compensable accident.
- The dollar value of travel, subsistence and lodging allowances if they are recorded as taxable benefits.

Gross earnings not to include:

- Non-taxable income
- Severance Pay
- Pay in Lieu of Notice
- Reimbursement of Expenses
- Employer paid RRSP/RPP contributions
- Employer paid AHC premiums
- Employer paid group insurance premiums
- Dividend income

Time missed from work without pay

These are periods your worker missed because of maternity leave, or sick leave **without pay**. Do not include vacation, shutdown or lack of work periods.

B. Hourly Rate

Additional taxable benefits:

Vacation and statutory holiday pay

Please indicate if your worker is paid holiday and stat pay as an additional percentage on their paycheque or if these days are taken as time off with pay.

Shift premiums

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

Overtime

Complete only if your worker works overtime throughout the year.

Other

Use this if your worker gets any other taxable earnings (e.g., permanent accommodation, company car, northern living allowance, bonus).

Please fill in your worker's 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.

EMPLOYER REPORT

Worker's last name:	Worker's first name:	Initial:
Social Insurance #:	Date of birth:	(Year / Month / Day)

11 Hours of Work Details

a. Number of hours (not including overtime): per Day Week Shift cycle Other: _____

b. Does the work schedule repeat?
 No Yes →

↓
 Average regular hours worked per week (not including overtime):

Date shift cycle commenced: (Year / Month / Day)

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Hours per day:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours per day:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours per day:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mark hours worked for one complete work schedule (use zero for days off):

IMPORTANT Circle day of injury. See instructions

or if your schedule is more than 21 days, attach a copy of the schedule.

Employer's signature: _____

Date: (Year / Month / Day)

If you have any other information that would help us make a decision, or if you have concerns, please attach a letter.
THIS DOCUMENT MAY BE EXAMINED BY ANY PERSON WITH A DIRECT INTEREST IN A CLAIM THAT IS UNDER REVIEW OR APPEAL.

Hours of Work Details

11 a. Number of Hours

Indicate the regular hours of work, not including overtime periods.

b. Does work schedule repeat?

If No:

Report the average number of regular hours worked per week during the year prior to the injury. Do NOT complete the work schedule.

If Yes:

Mark the number of regular hours worked per day in each of the boxes. Put zero for days off. Explain any codes you use in the boxes (for example, N=night, W=weekends, D=days, E=evenings). We need to know at what point in this work schedule your worker was injured to determine the compensation to pay. Circle the day in the work schedule your worker was injured.

See example below.

OR: If the work schedule is longer than **21 calendar days**, attach a copy of the schedule. Circle the day on this work schedule that your worker was injured.

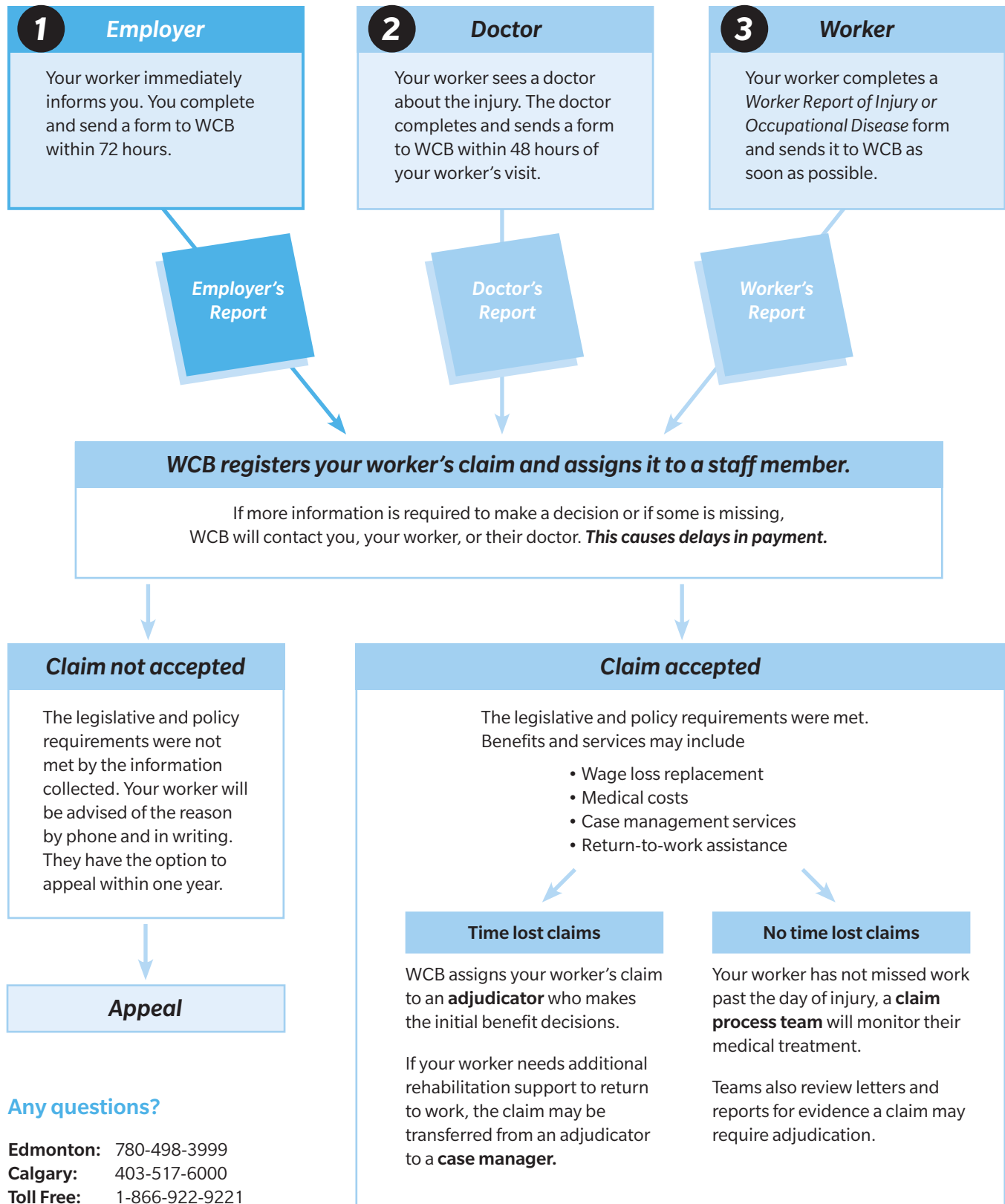
Example: Your worker worked 8-hour days in the first week and 8-hour nights in the second and third weeks. Your worker was injured on the Wednesday of the second week and was off work for 2 days (Thursday and Friday). Your worker would be paid WCB benefits for 2 days.

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Hours per day:	8D	8D	8D	8D	0	0	0
Hours per day:	8N	8N	8N	8N	8N	8N	0
Hours per day:	8N	8N	8N	8N	8N	0	0

Important: Circle the day in the work schedule your worker was injured.

Notes:

What happens when your worker is injured at work?



Any questions?

Edmonton: 780-498-3999
Calgary: 403-517-6000
Toll Free: 1-866-922-9221