

Administrative Procedure 531

WORKERS' COMPENSATION BOARD (WCB)

Background

Workers' Compensation is a liability and disability insurance system set up under the Alberta Workers' Compensation Act that protects both the employee and the employer against the impact of work related injuries.

Procedures

1. If an employee, who is covered by WCB, has a work-related injury that may cause the employee to be off work beyond the day of the injury, the employee must complete the Worker's Report and the supervisor must complete the Employer's Report the day of injury.
 - 1.1 The Report of Injury must be accurate, complete and legible. Missing information can delay WCB in determining appropriate benefits for the employee.
 - 1.2 Completed forms are to be scanned to the Payroll Department at Division Office as soon as possible.
2. Under legislation, the employer must report workplace injuries to the WCB within seventy-two (72) hours of the date we become aware of the injury. Failure to report an injury within this period may result in a fine.
3. WCB has a Website (www.wcb.ab.ca) for all forms and information on WCB or contact the Payroll Department for these forms.
4. If there is an injury at work:
 - 4.1 Complete a WCB Worker's Report (reports available from the supervisor).
 - 4.2 Inform the supervisor of the details of the injury as the employer must report the accident to the WCB within seventy-two (72) hours if:
 - 4.2.1 The employee requires medical treatment, or
 - 4.2.2 The employee cannot do their job beyond the day of the accident.
 - 4.3 Inform the Doctor that the employee was injured at work as the Doctor must report the accident to the WCB within forty-eight (48) hours.
 - 4.4 Inform the Payroll Department.

Reference: Section 18, 20, 60, 61, 113, 116, 117 School Act
Occupational Health and Safety Act
Workers' Compensation Act