

The Saskatchewan Workers' Compensation Board (WCB) Manager's/Supervisor's Responsibilities

The Workers' Compensation Act, 1979 requires Employers to report injuries to WCB within 5 days of becoming aware of an injury that required medical attention (The Workers' Compensation Act, 1979). Failure to report injuries as required may result in a fine up to \$1,000 plus costs associated with the claim.

Supervisors/Managers are required to do the following:

- Ensure the employee receives medical attention as necessary:** the worker should visit their own doctor or another medical provider (that day). Only use Emergency Rooms/911 in true emergencies. Provide the employee with a *Physical Restrictions form (Workplace Injury)* OR request that the physician outline any applicable restrictions or limitations to the employee's regular hours and duties. Forms are available at: <http://working.usask.ca/documents/wellnessandsafetyresources/Restrictions%20Form-Physical.pdf>
- Immediately report incident or injury via Safety Resources' website** <http://safetyresources.usask.ca/>. Investigate the incident and document your observations. Identify action items and recommendations for change or improvements to prevent recurrence of the incident. If you require any further information or assistance, contact Safety Resources at 306-966-4675 or safetyresources@usask.ca.

If worker is away from work other than the day of injury and/or has sought medical attention, the following is required:

- Request a medical report outlining the worker's current limitations and return to work date.** (Employee is required to see a doctor the day of the injury) and ensure a copy is provided to Wellness Resources. A *Physical Restrictions form (Workplace Injury)* can be obtained from <http://working.usask.ca/documents/wellnessandsafetyresources/Restrictions%20Form-Physical.pdf>. Wellness Resources will also provide a copy of the form in the email that contains the WCB E1/W1 forms.
- Complete an *Employer's Initial Report of Injury (E1)* provided by Wellness Resources.** This is your account of the injury being reported and an opportunity to provide information about the worksite, typical hours of work, earnings, and assigned duties. This form is required to be submitted to WCB within the 5-day period to avoid penalties.
- Ensure your employee completes the *Worker's Initial Report of Injury (W1)*.** It is your responsibility to ensure the employee completes and provides the form to WCB within the 5-day period to avoid penalties.
- Submit the completed E1 and W1 directly to WCB at** forms@wcbask.com **or fax to 1-888-844-7773. Record on E1 date fax was sent and retain the originals for your records.**
- Submit the completed E1 and W1 form to Wellness Resources at** wellnessresources@usask.ca **or fax 306-966-2882. Retain the originals for your records.**
- Notify Wellness Resources of the workplace injury if the employee will miss any work in addition to the date of injury and/or they have medical restrictions and limitations.** A *Wellness Referral form* must be submitted so that Wellness can manage the claim. Referral forms can be obtained at: <http://working.usask.ca/documents/wellnessandsafetyresources/WPI%20Wellness%20Referral.pdf>
- CUPE 1975 employees must be removed from pay on the first full day off; WCB will pay the employee directly if claim is accepted.** If employee is not removed from pay and the claim is accepted, any overpayment will need to be reimbursed directly to the university by the employee.
- ASPA, Exempt, or Research employees remain on payroll during the first 90 calendar days of injury.**