

## The Saskatchewan Workers' Compensation Board (WCB) Worker's Responsibilities

Employees who sustain an injury while at work AND have sought medical attention **OR** have lost time from work *other than the day of injury* are **required** to do following:

- Seek Medical attention, if required:** visit your regular family physician or attend the nearest walk-in clinic. Only use Emergency Rooms/911 in true emergencies. Remember to inform the physician that the injury is work related and to provide you with any restrictions or limitations to your regular hours and duties (a form can be obtained from Wellness Resources or online at <http://working.usask.ca/documents/wellnessandsafetyresources/Restrictions%20Form-Physical.pdf>).
- Immediately report the incident to your Supervisor/Manager and complete an *Incident Report*** via the Safety Resources website: <http://safetyresources.usask.ca/>. Click on "Report an Incident" and complete the online form to submit your record of the occurrence. If needed, contact Safety Resources at (306)966-4675 or [safetyresources@usask.ca](mailto:safetyresources@usask.ca).
- Complete the Workers' Initial Report of Injury form (W1) provided by your supervisor or Wellness Resources;** then provide it to your supervisor to send to WCB and Wellness Resources.
  - Submit the completed W1 directly to WCB at [forms@wcbask.com](mailto:forms@wcbask.com) or fax to 1-888-844-7773. Submit the completed W1 form to Wellness Resources at [wellnessresources@usask.ca](mailto:wellnessresources@usask.ca) or fax 306-966-2882. Keep a copy for your records.
- If unfit for work or if you have medical restrictions and/or limitations:** if your medical provider indicates you have restrictions, limitations, or need to be off from work, please provide a completed *Physical Restrictions form (Workplace Injury)* to Wellness Resources as soon as possible. Forms are available at <http://working.usask.ca/documents/wellnessandsafetyresources/Restrictions%20Form-Physical.pdf>. You should also complete a *Wellness Resources Referral form* found at: <http://working.usask.ca/documents/wellnessandsafetyresources/WPI%20Wellness%20Referral.pdf>

### If your claim is **accepted** by WCB:

- WCB will advise you in writing and provide other related information.
- WCB will compensate employees who are removed from pay (CUPE 1975). WCB pay periods are biweekly. Employees who remain on the university's payroll during a work-related injury include ASPA, Exempt, and Research, and will not be paid directly by WCB during the first 90 days of disability.
- You are required to attend WCB assessments and participate in the advised treatment plan to work towards a healthy and safe return to work.
- You are required to be in contact with and provide regular updates to your workplace and Wellness Resources (306-966-4580 or [wellnessresources@usask.ca](mailto:wellnessresources@usask.ca)), regarding changes in medical condition and/or treatments, anticipated return to work and/or changes in work schedule that may affect your WCB claim.

### If your claim is **not accepted** by WCB:

- WCB will advise you in writing and provide other related information, including the appeal process. Wellness Resources and your supervisor can assist you with the appeal process.
- You are required to use accumulated sick time to cover any time loss. Reimbursement for medical treatments would be covered through your applicable university benefits plans (ex. Extended Health Care plan). For information on your eligibility and coverage amounts, please contact ConnectionPoint at (306)966-2000 or [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca).
- If you do not have any accumulated sick time, belong to the CUPE 1975 bargaining group, and your injury will result in absence from work, please contact Wellness Resources at [wellnessresources@usask.ca](mailto:wellnessresources@usask.ca) or (306)966-4580 to discuss alternate options for disability coverage.