

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.

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. 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.*

Seven digit claim #: _____

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: _____		First name: _____		Initial: _____	
Mailing address: Apt# _____,			Social Insurance #: _____		
City: _____		Province: _____	Postal code: _____		Personal health #: _____
Phone number: _____			Date of birth: _____ <small>(Year / Month / Day)</small>		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Occupation and job description: _____					
Are you an apprentice? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date you would have obtained journeyman status: _____ <small>(Year / Month / Day)</small>			
Date hired: _____ <small>(Year / Month / Day)</small>		Are you a partner or director in the business? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have personal coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, coverage number: _____			

Employer Details

2 Employer business name: _____

Mailing address: _____					
City: _____		Province: _____	Postal code: _____		
Contact name: _____		Title: _____	Phone: _____	E-mail: _____	

Accident Details

3 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.

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

Name of person and their position: _____ Phone number: _____

If not reported immediately, give the reason: _____

5 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): _____

6 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

7 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



Please fill in your 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.

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.

8 Return-to-Work Details

Please complete all the information that applies.

Employment Details

9 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

10 b) 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.

10 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

11 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.

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

Injury Details	What part of body was injured? (hand, eye, back, lungs, etc.) <input type="checkbox"/> Left side <input type="checkbox"/> Right side
What type of injury is this? (sprain, strain, bruise, etc.)	

Return to Work Details	Please complete all that apply
<input type="checkbox"/> I understand that I have a legal obligation to cooperate with my employer and WCB in arranging my safe return to work. Exceptions: Short-term or some seasonal workers, subcontractors and workers with personal coverage.	
8 a. Will/did your employer pay you while off work? <input type="checkbox"/> Yes, pre-accident wages <input type="checkbox"/> Yes, revised rate of pay <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Revised rate of pay: \$ _____ per _____	
b. Date you first missed work: _____ <small>(Year / Month / Day)</small>	c. If you have returned to work indicate date: _____ <small>(Year / Month / Day)</small>
Current work status: <input type="checkbox"/> Regular work duties, or <input type="checkbox"/> Modified work duties <input type="checkbox"/> Regular hours of work, or <input type="checkbox"/> Modified hours of work: _____ hrs per _____	
If you are working modified duties please describe:	
Approximate date you expect to return to work: _____ <small>(Year / Month / Day)</small>	
Is your expected return to work: <input type="checkbox"/> Within 2 weeks <input type="checkbox"/> 2-8 weeks <input type="checkbox"/> 2-6 months <input type="checkbox"/> 6+ months <input type="checkbox"/> Unknown	

Employment Type Details	(Complete A or B or C. Select your type of employment.)
9 A Permanent position employed 12 months of the year:	
<input type="checkbox"/> Permanent full-time <input type="checkbox"/> Permanent part-time <input type="checkbox"/> Irregular/casual	
or B Non-permanent position employed only part of the year (subject to seasonal or lack of work layoffs):	
<input type="checkbox"/> Seasonal worker <input type="checkbox"/> Summer student <input type="checkbox"/> Temporary position	
Had this injury not occurred, your last day of employment would have been:	
Position start: _____ <small>(Year / Month / Day)</small>	Position end: _____ <small>(Year / Month / Day)</small> <input type="checkbox"/> Estimated, or <input type="checkbox"/> Actual
How many months or days are workers employed in this position? _____	
or C Special employment circumstance:	
<input type="checkbox"/> Sub contractor <input type="checkbox"/> Vehicle owner/operator <input type="checkbox"/> Welder owner/operator <input type="checkbox"/> Commission <input type="checkbox"/> Piece work <input type="checkbox"/> Volunteer <input type="checkbox"/> Self-employed	
Do you incur expenses to perform the work (materials, tools, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you receive a T4? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Note: If you have checked any box in 8C please submit a detailed income and expense statement.	

Earning Details	
a. Your rate of pay at time of accident: \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	
10 b. Additional taxable benefits:	
Vacation pay: _____ <input type="checkbox"/> Taken as time off with pay <input type="checkbox"/> Paid on a regular basis % _____	
<input type="checkbox"/> Shift premium <input type="checkbox"/> Overtime <input type="checkbox"/> Other	Please describe:
c. Do you have a second job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes – Employer's name: _____ Phone: _____ <small>(Second employer may be contacted)</small>	
d. Did you miss time from this second job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach earning information and time missed details.	



Please fill in your 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.

WORKER REPORT

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

Hours of Work Details

11 a. Number of hours (not including overtime): per week

Describe your work schedule (e.g., Monday to Friday, on. Saturday to Sunday, off.):

Declaration and Consent

I declare that the information in the Worker Report of Injury or Occupational Disease form will be true and correct.

I understand that:

- While I am receiving any benefits from WCB-Alberta, it is my obligation to inform WCB-Alberta immediately if I return to work of any kind, become capable of working or if there is any other change in my employment status. Work includes but is not limited to any activity in which labour or services are provided, whether or not payment of any kind is received.
- Criminal prosecution may result from any attempt on my part to collect benefits by providing false information, failing to provide information regarding my ability to work, or other fraudulent means.
- My employer may request a review or appeal of any decisions made on my claim and may therefore examine my claim file. My claim file may also be examined by anyone with a direct interest, as determined by WCB-Alberta, or a person or company I have authorized to review my claim file. (To provide authorization, use the Worker's Information Release form in the *Worker Handbook*).
- My social insurance number may be used for reporting to Canada Revenue Agency.
- WCB-Alberta may collect information that it considers relevant to determine benefit entitlement, including information pre-dating my accident, from any source including physicians, other health care providers, employer(s) and vocational rehabilitation service providers. This information is collected to determine my entitlement to compensation under the *Workers' Compensation Act*.

WCB-Alberta may use and disclose the information collected to determine entitlement, to provide services and benefits and, as required or authorized by law. This information may be used and disclosed pursuant to the *Workers' Compensation Act* and the *Freedom of Information and Protection of Privacy Act*.

Date: (Year / Month / Day)

Name (please print): _____

Signature: _____

Signing the above consent enables the Workers' Compensation Board to process your claim.

NOTE: The information required in the *Worker Report of Injury or Occupational Disease* is collected under sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of determining entitlement to compensation and for determining employers' premium rates. Questions may be directed to the Claims Contact Centre as noted on the front of this form and on the back of the *Worker Handbook*. The information provided to the Workers' Compensation Board is protected by the provisions of the *Freedom of Information and Protection of Privacy Act*.

If your injury was sustained in an automobile accident, fill out and send an [Automobile Accident Report](#) along with the Worker Report.

