

Workers' Compensation Checklist

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An employee who sustains an injury/illness due to a work-related event, that requires time loss from work or professional medical attention, is entitled to compensation. This checklist provides guidance for employees and supervisors/designates in filing a Saskatchewan Workers' Compensation Board (WCB) claim submission. Refer to [Section-818-OHS Incident Reporting and Investigation](#) and [Incident and Injury Reporting](#) for more information.

Do NOT send this checklist to WCB or the HRSC.

Definitions

Injury: includes any disease or impairment of physical or mental condition [OHS Regulations, Section 1-2(2)]. Injuries can occur immediately from an incident, or develop over time after ongoing exposure, such as to hazardous materials leading to illness, repetitive movements leading to strain, etc.

Supervisor: An employee of Executive Government who is authorized by the permanent head to oversee and/or direct the work of others. There are varying levels of supervisory authority (e.g. Assistant Deputy Minister, Executive Director, Director, Manager, Supervisor, front-line in-charge employees, etc.).

Professional Medical Attention: Treatment received from a qualified health-care professional.

Time Loss Injury: Lost time is defined as an injury/illness that results in an employee not being able to report to their next scheduled shift.

Saskatchewan Workers' Compensation Board (WCB): The Saskatchewan Workers' Compensation Board (WCB) operates like an insurance company. WCB provides guaranteed benefits and programs to injured workers in industries covered by *The Workers' Compensation Act, 2013* and protects registered employers from lawsuits when a workplace injury happens.

Note: Ministry-specific processes may exist regarding WCB form submissions. Employees should contact their supervisor and/or Ministry Safety Professional/designate for advice.

SECTION 1: EMPLOYEE RESPONSIBILITIES (To be completed by the Employee)

When an employee sustains an injury/illness due to a work-related event, that requires time loss from work or professional medical attention, the following steps are to be followed. If no time loss occurs, or no medical attention is required, a WCB form is NOT required.

1.	Workplace incident occurs. The employee immediately reports the incident to their supervisor. If the workplace incident results in injury, the employee seeks medical attention as required. Employee takes Stay At or Return to Work Form 111 to medical appointment.	
2.	Clear and detailed information regarding the incident is provided by the employee, or a delegate, through the IRI App . For more information regarding how to report an injury, refer to Policy 818 and Incident and injury reporting .	
3.	The employee completes the Worker's Initial Report of Injury (WCB W1 form) for the Saskatchewan Workers' Compensation Board (WCB) by: <ul style="list-style-type: none"> ➤ Online submission through the WCB website www.wcbsask.com or; ➤ By email or fax to WCB (see Contacts section below). 	
4.	The employee forwards a copy of the WCB W1 form to the supervisor/designate or follows other ministry processes as outlined.	
5.	The employee maintains contact with their supervisor and WCB representative throughout the process.	
6.	The employee advises their supervisor when medically cleared to return to work or of any accommodations required to stay at work.	

TIMECARD ENTRY

1.	Day of Injury – record time as RT (regular time worked).	
2.	Day(s) following injury – record time missed due to the WCB injury with one of the following time codes: <ul style="list-style-type: none"> ➤ Employees with Sick Leave entitlements ~ WS – WCB Sick Leave Pending (only available when HRSC has entered pending claim in MIDAS). ➤ If WS is unavailable, use one of the two timecodes below: <ul style="list-style-type: none"> • Employees with Sick Leave entitlements ~ SSL – IL – Sick Leave – illness • Employees with NO available Sick Leave entitlements ~ LS – Sick Leave Without Pay Note: Do NOT use time coding Insurance Claim Pending (SSL – IC).	
3.	Once the WCB claim has been approved or denied, the HRSC will contact the supervisor with the updated time code information for recording WCB absences on the employee's timecard.	

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SECTION 2: EMPLOYER RESPONSIBILITIES (To be completed by the Supervisor or Designate)	
For more information on WCB, refer to the following documents: Public Service Regulations, Part 5, Section 77 & 78; SGEU Article 23; CUPE Local 600- 3, Article 26.	
<ol style="list-style-type: none"> 1. Once aware of a work related injury, an employer must complete the Employer's Initial Report of Injury (E1) form and submit to WCB within five days of being notified of the injury. <ul style="list-style-type: none"> ➤ If you do not provide an employer's report within five days, the ministry may be subject to a fine. ➤ For time loss injury claims, the WCB E1 should be submitted by the supervisor/designate to WCB and the HRSC at the same time. The HRSC will complete the payroll section and provide to WCB. 	
<ol style="list-style-type: none"> 2. Supervisor/designate may check that the injured employee submits a Worker's Initial Report of Injury (W1) form to WCB if medical attention was received or time was lost. Follow specific ministry processes as required. 	
<ol style="list-style-type: none"> 3. If the employee requires medical attention, provide the employee with the Stay at or Return to Work Form 111 in time for their first initial medical visit to be used in the identification of any restrictions to assist the employer in the accommodation process. 	
<ol style="list-style-type: none"> 4. If the employee requires medical attention <i>or</i> if there was lost time, create a case in the Be At Work Application, under the WCB scenario, and be sure to upload the required Form 111 in Step 2 of the Application. <ul style="list-style-type: none"> ➤ The employer will make every effort to reasonably accommodate the employee. 	
<ol style="list-style-type: none"> 5. Contact your Human Resource Business Partner if you have any questions. 	
HOW TO SUBMIT WCB E1	
<i>The completion of a WCB E1 differs depending on if the injury was a No Time Loss or Time Loss Injury.</i>	
<p>If no time loss occurs, or no medical attention is required, a WCB form is NOT required (incident has been formally documented in Form 101).</p> <p>No Time Loss Injury: When an employee <i>does not miss</i> any time away from work as a result of the injury or is only absent for the remaining portion of his/her shift on the date of the injury.</p> <ol style="list-style-type: none"> 1. Supervisor/designate completes section A, B, C and E of the Employer's Initial Report of Injury (E1 form) and submits the form online www.wcbask.com or by fax to WCB. <ul style="list-style-type: none"> ➤ If you do not know your WCB Firm No. indicated in Section A, contact the Human Resource Service Centre (HRSC). 2. Save the form and/or print a copy of the E1 for your records. 3. Submit the form to WCB. <ul style="list-style-type: none"> ➤ Do not send a copy to the HRSC for <i>No Time Loss Injury</i> claims. 	
<p>Time Loss Injury: Lost time is defined as an injury/illness that results in an employee <i>not being able to report to their next scheduled shift</i>.</p> <ol style="list-style-type: none"> 1. Supervisor/designate completes Employer's Initial Report of Injury (E1 form) and submits the form online www.wcbask.com or by fax to WCB. <ul style="list-style-type: none"> ➤ If you do not know your WCB Firm No. indicated in Section A, contact the Human Resource Service Centre (HRSC). ➤ Complete all sections/questions except Section D: number 11, 12 and 16. ➤ For Section D, number 17 you should always check Employer. 2. Save the form and/or print a copy of the E1 for your records. 3. Submit the form to WCB and send a copy of the E1 for Time Loss Injury to the HRSC (see Contacts section below) at the same time. <ul style="list-style-type: none"> ➤ The subject line of the email to the HRSC should read exactly as follows: MIN(WCB) – Employee's Name – E1 Form. ➤ The HRSC will complete the Hourly Rate, TD1 information and Gross Earnings for the past 12 months (Section D, number 11, 12 and 16) and will forward this information to WCB. WCB will match this information together with the E1 and W1 forms already submitted. 	

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FOLLOW-UP PRACTICES	
<i>Managing a WCB claim requires follow-up on an ongoing basis.</i>	
1. On request by WCB, the Employer's Progress Report (E5) will be completed by the supervisor/designate and sent to WCB. <ul style="list-style-type: none"> ➤ Do not send a copy of E5 forms to the HRSC. ➤ WCB correspondence should be forwarded to the HRSC, such as approval, denial, closure and suspension letters. 	
2. The supervisor must maintain contact with the employee and consult with their designate or Human Resource Business Partner for assistance in establishing a return to work (RTW) program.	
3. Ensure the employee provides the supervisor/designate with information on their medical restrictions.	
4. Supervisor/designate will advise the HRSC of employee's RTW date and if employee is returning to their previous position on a full-time basis or on a graduated RTW program (due to reinstatement of vacation accrual).	
5. In cases of terminations and seasonal layoffs, supervisor/designate is to advise WCB and HRSC in order to change the payee from employer to employee. This will help avoid overpayments to ministries.	
6. HRSC will advise the supervisor/designate when the employee is approaching their two-year threshold or their sick leave is exhausted. The supervisor must advise the employee, forward a Leave of Absence Request Form to the HRSC to initiate an Indefinite Leave of Absence.	

SECTION 3: HUMAN RESOURCE SERVICE CENTRE (HRSC) RESPONSIBILITIES	
1. HRSC enters the nature and date of injury in MIDAS and emails the supervisor/designate with the time code information for recording the WCB absences.	
2. HRSC advises supervisor/designate when WCB Sick Leave Top-up commences or the employee reaches their one (1) year threshold.	
3. HRSC advises supervisor/designate when the employee reaches their two (2) year threshold or when the employees sick leave is exhausted.	

CONTACT INFORMATION	
Human Resource Service Centre	Workers' Compensation Board (WCB)
2100 Broad Street	Claimant Inquiries & Information 1881 Scarth St #200, Regina, SK S4P 4L1
Phone: (306) 798-0000 or 1-877-852-5808	Phone: (306) 787-4370 or 1-800-667-7590
Fax: (306) 798-9966 or 1-877-852-9219	Fax: (306) 787-4311 or 1-888-844-7773
Email: HRSC@gov.sk.ca	Email: forms@wcbask.com
Website: https://taskroom.saskatchewan.ca	Website: www.wcbask.com
Online Request: PSC Client	Online Form Submission: W1 and E1

WCB FORMS	
Worker's Initial Report of Injury (W1 form)	Employer's Initial Report of Injury (E1 Form)
WCB: http://www.wcbask.com/workers/if-youre-injured/	WCB: https://myaccount.wcbask.com/online-services/report-an-injury-e1

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Workplace Injury WCB W1 Submission Process for Employees

1. Workplace incident occurs. Employee immediately reports incident to their supervisor. If the workplace incident results in injury, the employee seeks medical attention as required. Employee takes Form 111 to medical appointment.



2. The employee, or a delegate, reports the incident through the IRI App.



3. Employee completes the Worker's Initial Report of Injury (WCB W1 form) if medical attention was required or time was lost.



4. Employee notifies the supervisor/designate if a WCB W1 form was completed.



5. Employee maintains contact with their supervisor/designate and WCB representative throughout the process.



6. Employee works with their supervisor/designate if any accommodations are required when medically cleared.

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Workplace Injury WCB E1 Submission Process for Supervisors/Designates

1. Workplace incident occurs. If the workplace incident results in injury, supervisor/designate ensures employee receives medical attention as required.



2. Supervisor/designate investigates and completes incident reporting through the IRI App.



3. When required, supervisor/designate must complete the Employer's Initial Report of Injury (E1) form and submit to WCB within five days of being notified of the injury. Ministry-specific processes may exist regarding E1 submission.



4. Supervisor/designate may check that the employee submits a WCB W1 if medical attention was received or time was lost.



5. If the employee requires medical attention, provide the employee with the Stay at or Return to Work Form 111 in time for their first initial medical visit. If the employee requires medical attention or if there was lost time, create a case in the Be At Work Application, under the WCB scenario, and be sure to upload the required Form 111 in Step 2 of the Application.



6. On request by WCB, the Employer's Progress Report (E5) will be completed by the supervisor/designate and sent to WCB.



7. Supervisor maintains contact with the employee and consults with their Ministry designate or Human Resource Business Partner for assistance in establishing a return to work program. Supervisor/manager ensures the employee provides information on their medical restrictions.



8. Supervisor/designate will advise the HRSC of employee's RTW date and if employee is returning to their previous position on a full-time basis or on a graduated RTW program.