

Workers' Compensation Board Claims for Employment and Training Services Participants

Reporting Procedures

Alberta Human Services Participant/Worker

- Report any on-the-job injury
- Fill out the WCB's **Worker's Report of Injury (form C060)** and submit it to the supervisor immediately.
 - Indicate the name of the employer where the incident occurred followed by a slash (/) and then "Human Services". If applicable, after "Human Services" write the name of the service provider in brackets. e.g. Employer's name/Human Services (ZYX Employment Services).
 - For question 13, indicate "0" for wages in work experience positions where no wage is paid. Also note whether the worker is receiving Employment Insurance benefits or Income Support.
 - Fill in the appropriate boxes if the participant/worker has other paid employment that the injury may affect.
- If the incident was a motor vehicle accident, fill out the WCB's **Automobile Accident Report (form L054)** and submit it to the supervisor.

Work Site Supervisor

- Report any on-the-job injury sustained by any Human Services participant/worker
- Investigate the incident to ensure all information on the worker's report (Form C060) is accurate and complete. Ensure participant/worker is provided with the WCB's Worker Handbook.

- Prepare the WCB's **Employer's Report of Injury (form C040)**.
 - Indicate the name of the employer where the incident occurred followed by a slash (/) and then "Human Services". If applicable, after "Human Services" write the name of the service provider in brackets. e.g. Employer's name/Human Services (ZYX Employment Services).
 - For question 12, indicate "0" for wages in work experience positions where no wage is paid. Also note whether the participant/worker is receiving Employment Insurance benefits or Income Support.
- Fax all WCB reports to the service provider who has placed the participant/worker with the employer.

Service Provider

- Receive the completed WCB reports from the employer and participant/worker.
- Verify the claimant is an eligible participant in the training/work experience program.
- Immediately fax the WCB reports to the Human Services' Contract Services Coordinator or other Human Services contact.
- Phone and advise Human Services that the WCB reports are being faxed.

Human Services' Contract Services Coordinator/Contact

- Review WCB reports prepared by the employer/service provider and the employee. .../2

- Sign off WCB reports by entering name, telephone number and the WCB deeming order account number.
- Fax WCB reports to WCB within **72 hours** of being notified of the injury regardless of working hours:

780-427-5863 in Edmonton
403-517-6001 in Calgary
1-800-661-1993 toll-free throughout
Alberta

WCB Reports

Employer's Report of Injury (form C040)
www.wcb.ab.ca/pdfs/c040.pdf

Worker's Report of Injury (form C060)
www.wcb.ab.ca/pdfs/c060.pdf

Automobile Accident Report (form L054)
www.wcb.ab.ca/pdfs/L054.pdf

For further information

Please see the Alberta Works fact sheet *Workers' Compensation Board Claims for Employment and Training Services Individuals - Questions & Answers* or visit the Workers' Compensation Board website at www.wcb.ab.ca