



WCB-Alberta

# Disability Management Self Assessment

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## Completing the Disability Management Self Assessment helps you:

- **improve your overall injury management process.**
- **identify shortcomings in meeting legislated requirements.**
- **identify gaps in managing return to work.**

## Employer responsibilities

Under the *Workers' Compensation Act* employers have a number of responsibilities when a work-related injury/illness occurs. These responsibilities include: recording, reporting and worker entitlement and return to work issues. Effective management of return to work minimizes the impact of the injury/illness.

## Did you know...

Early reporting results in faster entitlement decisions and benefit payments to your workers.

This allows workers to focus on recovery and safe return to work.

Managing a successful return-to-work program helps you reduce claim costs and **lower your WCB premiums.**

Use the checklist to determine if you are meeting all of your responsibilities.

## Checklist

### Recording

#### Do you:

- Keep a record of all work-related injuries/illnesses reported to you?
- Record the right details?
- Keep records confidential and for three years minimum?
- Give the worker a copy of the record?

## Explanation

**You must keep a record of all work-related injuries/illnesses that are reported to you by your workers. The details you must record are:**

- full name of injured or ill worker
- date and time of injury/illness
- date and time reported to you
- where it occurred
- cause and description of injury/illness
- description of first aid, if provided

In respect of worker privacy, employers must maintain confidentiality of records. Records may no longer be open to general viewing, such as being left in first aid kits or at first aid stations, unless access is limited.<sup>1</sup>

Use individual record forms, and have someone responsible to maintain the records for at least three years and control access to them.

<sup>1</sup> Access to accident records is limited to the injured worker, those providing medical treatment, worksite inspectors, accident investigators, those evaluating health and safety programs and statistics, and WCB.

### Reporting

#### Do you:

- Submit a WCB Employer Report of Injury on all reportable accidents within 72 hours of becoming aware of them?
- Provide an accurate disability status (time loss, modified duties, fatalities, and no time loss) and complete and accurate earnings information on the Employer Report of Injury?
- Notify WCB within 24 hours of a worker's return to work?
- Notify WCB of any change in a worker's status that may affect his/her entitlement under the Act?
- Give the worker a copy of the Employer Report of Injury?
- Post 'Hurt at Work?' (1,2,3) posters in conspicuous places at all work locations?
- Make the WCB Worker Handbook available on site?

**Reportable accidents are those that result in:**

- lost time or the need to temporarily or permanently modify work beyond the date of accident
- death or permanent disability (such as amputation, hearing loss, etc.)
- a disabling or potentially disabling disease or condition caused by occupational exposure or activity (such as a mental health concern, poisoning, infection, respiratory disease, dermatitis, etc.)
- the need for medical or mental health treatment beyond first aid (such as assessment by a physician, psychologist or mental health provider, physiotherapist, chiropractor, etc.)
- the worker incurring medical aid expenses (such as dental treatment, eyeglass repair or replacement, prescription medications, etc.)

**A change in status that may affect entitlement includes:**

- a change in a worker's ability to perform work resulting in time loss or the need to modify work duties
- a change in hours of work or rate of pay while on modified work
- unpaid time loss following return to work to attend medical treatments/appointments

### Did you know...

COVID-19 may be reportable. *Review our employer fact sheet for more information.*

## Worker entitlement

### Do you:

- Pay workers their full wages for the date of accident and not deduct them from sick pay?
- Provide for and pay the cost of transportation to initial medical treatment?
- Tell workers to submit all medical aid expenses including prescriptions to WCB?
- Maintain sick pay or other benefits when workers are kept on full pay during time loss?
- Keep workers on regular pay during periods of disability?
- Ensure you do not enter into agreement with workers to waive or forego WCB benefits, or discourage or impede workers from reporting an accident to WCB, or knowingly provide false or misleading information to WCB?

**You are required** to pay workers the full wages they would have received for the date of accident had they not been injured and cannot deduct those wages from their sick pay or other entitlement.

Employers are responsible to provide and pay for the cost of transportation to initial medical treatment.

WCB is responsible for all medical aid for work-related injuries/illnesses. Medical aid includes dental, vision and prescription coverage that often is submitted to the employer's health benefit plan carrier.

Employers cannot reduce a worker's sick pay or other benefits when wage loss benefits are paid to the employer by WCB.

Keeping workers on regular pay during time loss ensures there is no disruption to their wages. Please advise your adjudicator or case manager that you are paying your worker directly to avoid duplicate wage-loss payments.

An employer cannot discourage or impede a worker from reporting an accident to WCB, or knowingly provide false or misleading information to WCB in connection with a claim, or enter into any agreement to waive or forego WCB benefits.

Agreements include:

- paying a worker for time loss resulting from a work-related injury or illness instead of reporting it to WCB; or
- altering work schedules or taking vacation/sick time to cover time loss for a work-related injury/illness.

## Managing return to work

### Do you:

- Ensure cooperation with the worker and WCB to achieve the early and safe return of the worker to the worker's employment?
- Offer modified work to expedite return to work?
- Obtain medical clearance for return to work?
- Pay workers their pre-accident rate of pay while on modified work?
- Maintain regular contact with workers that are off work due to a work-related illness or injury?
- Ensure workers' date of accident position or comparable position of equal pay is available once they are medically able to perform the essential duties of the position?

### ***Managing return to work benefits you and your injured worker.***

When a workplace injury happens, employers are required to work together with WCB, injured workers, treatment providers and others to achieve a safe and successful return to work. Collaboration, cooperation and communication are key to this success.

Offering modified work in keeping with the medical work restrictions enables workers to safely return to work at the earliest opportunity and may reduce claim costs.

Obtaining medical clearance for return to modified or regular work helps ensure workers are physically able to perform the work and not aggravate their injury.

Paying workers their pre-accident rate of pay while on modified work keeps claim costs down and allows workers to focus on recovery and return to full duties.

Maintaining regular contact with workers throughout their period of disability provides the worker with a connection to their place of employment and engaged in their return to work.

Once workers are medically able to perform the essential duties of their position, it is a best practice to offer them their date of accident position or comparable position of equal pay.

## Did you know...

By reporting accidents electronically you have access to medical reports submitted online and will be advised immediately of your worker's fitness for work. Sign up at [my.wcb.ab.ca/ess/signup](https://my.wcb.ab.ca/ess/signup).

You will also be able to access your company and industry statistics, maintain your account, get clearance certificates, submit your annual return and pay your WCB premium.

## Managing return to work

### Do you:

- Have someone assigned to coordinate and monitor return-to-work planning?
- Give workers an information package post-accident?
- Utilize the OIS clinics?
- Use a written offer of modified work and send a copy to WCB?
- Maintain an inventory of physical demands analyses?

Having someone responsible to coordinate return-to-work planning with the worker, health care providers and WCB helps ensure workers return to work when safe to do so.

An information package should include:

- a Worker Report of Injury (WCB form C060)
- a fitness for work form which includes a medical assessment form with medical release.
- a description of available modified work duties.

Consider using an Occupational Injury Service (OIS) that provides timely and appropriate medical care and disability management services specifically for work-related injuries.

Using a written offer of modified work ensures mutual understanding by all parties. The offer should stipulate:

- date commenced
- duties assigned
- rate of pay
- length of placement
- monitoring requirements
- worker's acceptance/refusal

Maintain an inventory of physical demands analyses (PDAs). This allows treating healthcare professionals to determine fitness for work based on accurate information.

## Where to find...

- **Injury record** - <https://open.alberta.ca/publications/fa009-workplace-first-aid-records>
  - **Occupational Injury Service information** - [www.wcb.ab.ca/insurance-and-premiums/lower-your-premiums/occupational-injury-service-\(ois\).html](http://www.wcb.ab.ca/insurance-and-premiums/lower-your-premiums/occupational-injury-service-(ois).html)
  - **Worker Handbook**
  - **Fitness for work form with notice to health care provider and release authorization**
  - **Offer of modified work**
  - **Physical demands analysis**
- } [www.wcb.ab.ca/resources/for-employers/forms-and-guides/index.html](http://www.wcb.ab.ca/resources/for-employers/forms-and-guides/index.html)
- **Hurt at Work? (1,2,3) poster** - [www.wcb.ab.ca/assets/pdfs/employers/123\\_english.pdf](http://www.wcb.ab.ca/assets/pdfs/employers/123_english.pdf)
  - **WCB seminars** - [www.wcb.ab.ca/resources/for-employers/seminars-and-workshops/](http://www.wcb.ab.ca/resources/for-employers/seminars-and-workshops/)
  - **myWCB** - [my.wcb.ab.ca/ess/signin](http://my.wcb.ab.ca/ess/signin)

## Any questions?

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