

LATE AND NON-REPORTING OF INJURIES BY EMPLOYERS CAN LEAD TO FINES

Effective July 1, 2005, employers who fail to report a workplace injury within the reporting period required under The Workers' Compensation Act, 1979, may be subject to prosecution.

The Act requires employers in covered industries to file a complete Employer's Initial Report of Injury (E1) **within five days** of becoming aware of a workplace injury that prevents their employee from earning full wages or that requires medical attention.

Under the terms of the Act, conviction may result in a fine to a maximum of \$1,000.00 for each instance of late or non-reporting of a workplace injury, and may mean the full cost of compensation and medical aid received by the injured worker is charged to the employer.

Employers pay the full cost of WCB benefits to injured workers. Prompt reporting avoids the unnecessary human and financial costs that delays in reporting can create, and ensures injured workers receive the services they need to recover and return to work.

It may be that employers do not send in their E1s because they believe it means they are accepting the injury as work related. This is not the case. Question 10 on the E1 asks the employer if there is reason to believe the injury is not work related. Employers can check 'yes' to that question, attach an explanation with the completed E1, and the WCB will do further follow-up.

To help employers track their reporting history, their letter of claim acceptance will include the number of days from date of injury to receipt of their E1. This is one indicator the WCB will use to track late and non-reporting.

To make it easy for employers to file the E1, a copy of the form is available through our website, www.wcsask.com, or by calling our offices at 787-4370 or 1-800-667-7590.

How to file an E1 Report

There are several ways to file a report. You may:

- Click the [@WCB icon](#) on the Home Page to file an E1 electronically. If you do not already have a secure online account, follow the instructions to register for one. Your account will be approved within 24 hours and you can then use it to file injury reports and conduct other WCB transactions online.

OR

- Go to the Forms section of our website and complete and submit the [E1](#) online

OR

- Dial 1-800-787-9288, the toll-free **WCB Telefile** line, to have a WCB representative complete and submit the form for you

OR

- Mail or fax a paper copy of the form to:
Saskatchewan Workers' Compensation Board
#200, 1881 Scarth Street, Regina, SK S4P 4L1
Fax: (306) 787-4311 or 1-888-844-7773
[Download](#) and print paper copies from our website or request a master copy from the WCB at 1-800-667-7590. The master copy is to be retained by the employer and photocopied as required.

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