



# WCB 101



How to make your  
WCB employer  
account work for you

# Who needs to register?



**Businesses or people** that hire full-time, part-time, casual or contract workers are required to register within 30 days of hiring a worker.



**Out-of-province or out-of-country businesses** that work in Saskatchewan and meet the registration requirements.

# Employer responsibilities

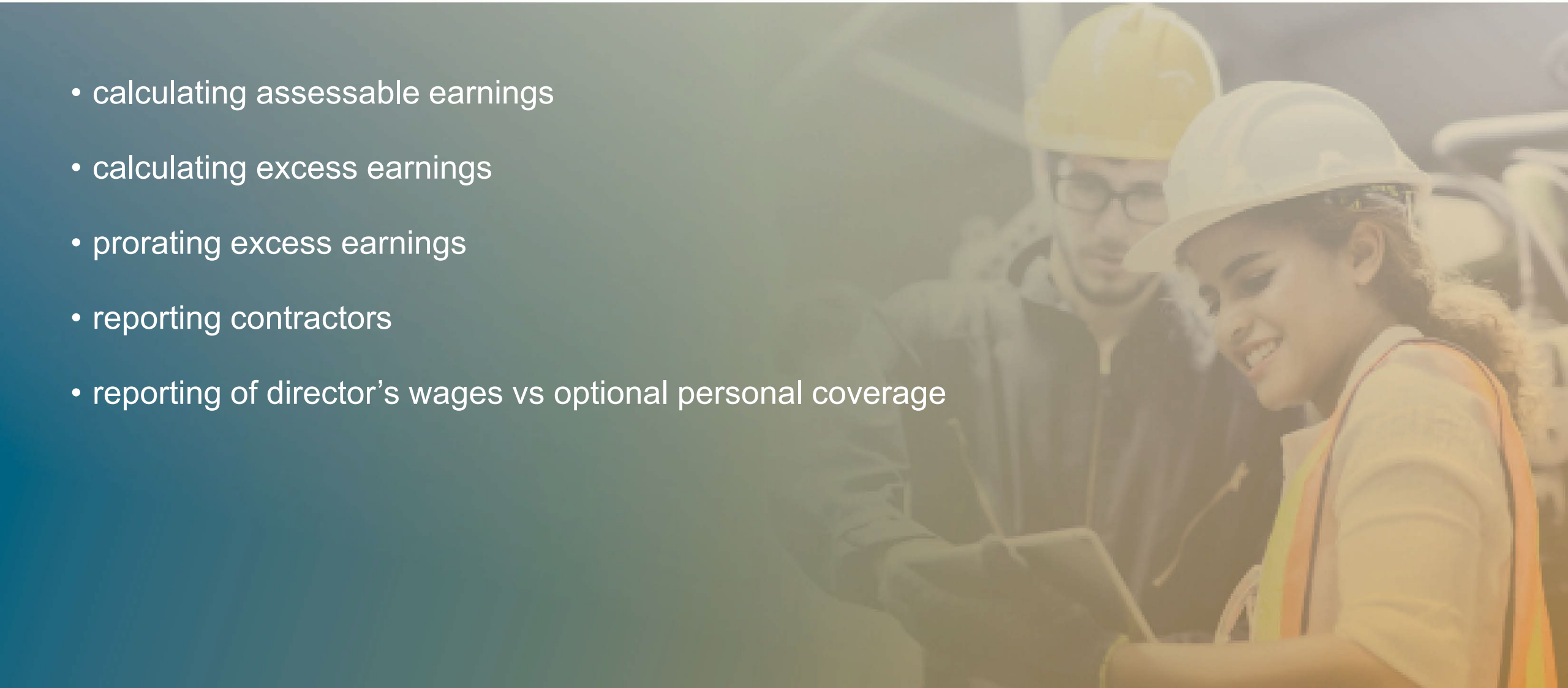


- Report your annual payroll and contractor wages by Feb. 28.
- Obtain clearance letters.
- Pay your annual premiums on time.
- Report injuries to the WCB within five days of being advised.
- Provide a safe workplace.

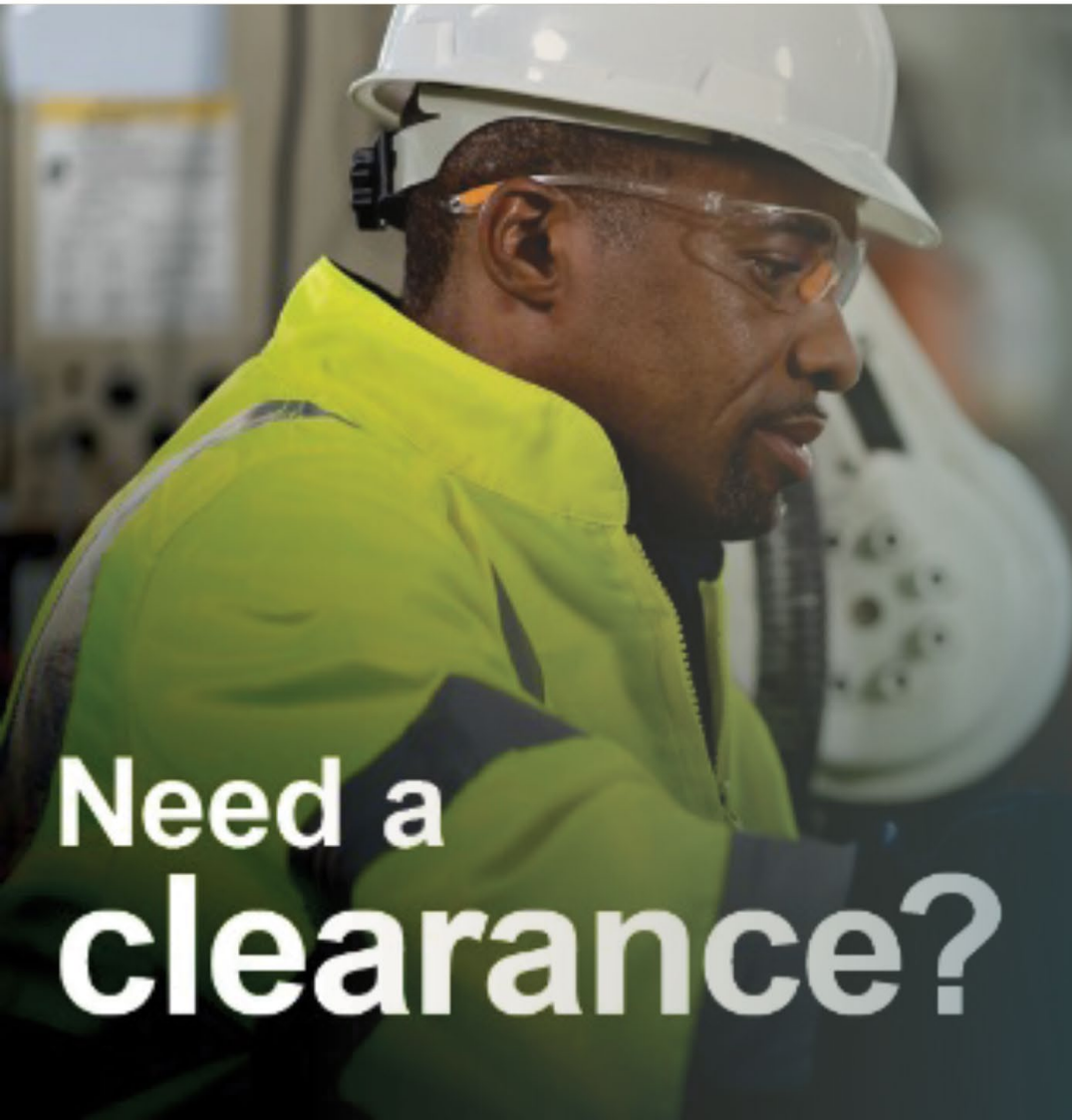
# Employer's Payroll Statement (EPS)

- Sent to all employers annually in January
- **Return by Feb. 28**
  - ✓ Fast file, online services, email
- **What must I report?**
  - ✓ Actual gross payroll earnings for the previous calendar year.
  - ✓ Estimate for gross payroll earnings for the current year.
  - ✓ All contractors hired in the previous calendar year.
  - ✓ Confirm optional personal coverage, if applicable.
- Payroll revisions can be made at any time during the year.

# Common reporting errors

- calculating assessable earnings
  - calculating excess earnings
  - prorating excess earnings
  - reporting contractors
  - reporting of director's wages vs optional personal coverage
- 

# Clearances letters



Whether you use it twice a year or twice a week, creating a WCB online account makes doing business with us easy, convenient and paperless.

[myaccount.wcbsask.com](https://myaccount.wcbsask.com)

Need a  
**clearance?**

# Paying premiums




**Want to avoid missing a payment and go paperless?**

Log in or register for a WCB online account to sign up for email notifications when you have a new bill.

[myaccount.wcbsask.com](https://myaccount.wcbsask.com)

**Never miss a payment.**

# Online account



A WCB online employer account gives you access to a user-friendly and secure site created to improve customer service to you, the employers we work with. Manage all your WCB business efficiently and go paperless with an online account.

[myaccount.wcbsask.com](https://myaccount.wcbsask.com)

# Employer Resource Centre



## Employer Resource Centre

Welcome to the WCB's Employer Resource Centre, devoted to you, the employers.



We understand that employers may require support in navigating the workers' compensation system. This is your point of contact to answer questions, provide support materials and connect you with the right person at the WCB. The Employer Resource Centre gives you the tools you need to better navigate the WCB system. As an employer, you may have questions about where to start when

applying for WCB coverage, how to obtain injury prevention educational materials and what to do when an injury happens. You may require additional support to understand WCB requirements, request a letter of good standing, understand how to fill out forms, pay your employer premiums, or help with return to work. To understand how the Employer Resource Centre can help, review our FAQs.

[www.wcbask.com/employers](http://www.wcbask.com/employers)

Employer Resource Centre

# Business Transformation Program efforts

## Employer services

- improved user experience
- compliance focus
- premium defects
- quality assurance





Learn from the  
WCB's prevention  
department



**WorkSafe**<sup>TM</sup>  
SASKATCHEWAN  
*Work to live.*



*Saskatchewan!*

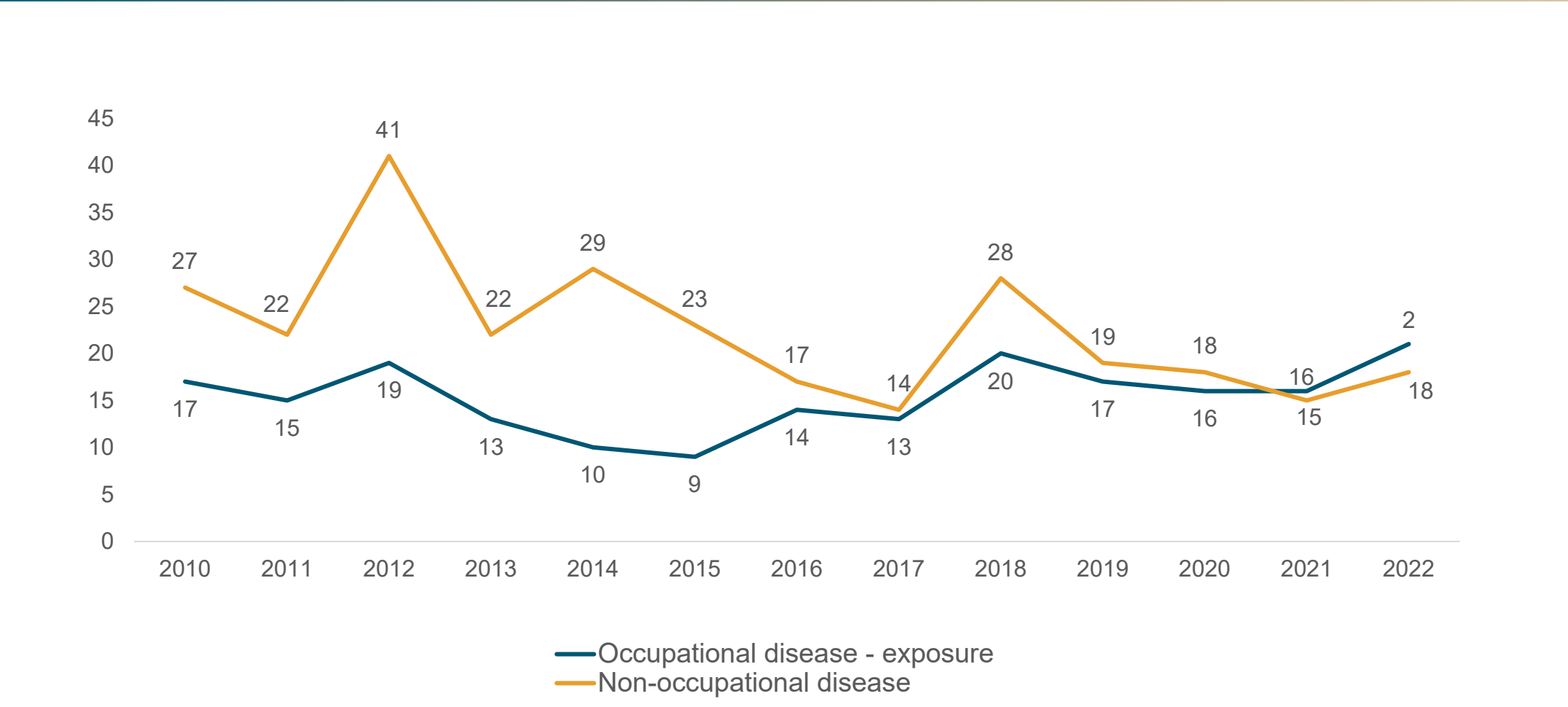


wcb



Saskatchewan  
Workers'  
Compensation  
Board

# Occupational disease fatalities vs. non-occupational disease fatalities



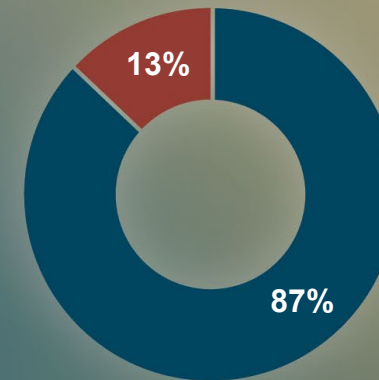
# Serious injuries

Approximately 2,400 serious injuries occur annually and this key indicator has not been decreasing.

Serious injuries account for 13 per cent of all injuries, but 80 per cent of compensation days and costs.

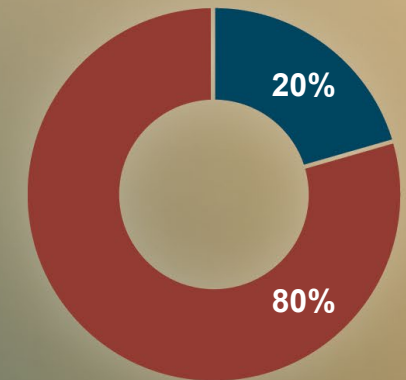
- In 2021, the WCB's prevention department launched its serious incident investigation process to support workplaces in identifying the root causes of serious injuries and fatalities.
- The WCB also assists employers in identifying corrective actions to help prevent a recurrence of the serious events. Prevention staff members continue to support the corrective actions identified in these investigations.

Serious injuries 2020<sup>1</sup>



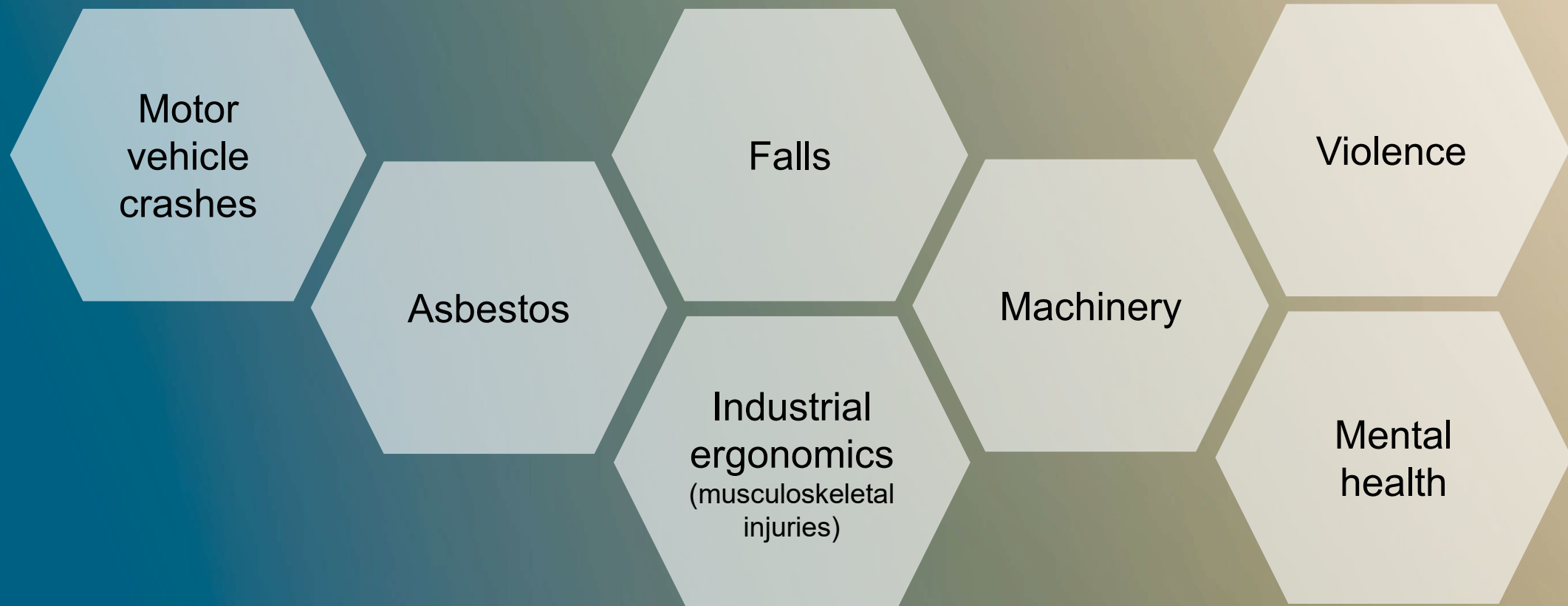
Other injuries  
Serious injuries

Compensation days 2020<sup>1</sup>



Other injuries  
Serious injuries

# Common issues affecting most Saskatchewan workplaces



# Three main workplace sectors and focus

## Health care

From 2010 to 2021, health care and transportation were the top two industries with serious injuries and accounted for 29 per cent of all serious injuries in the province.

## Transportation

From 2010 to 2021, workplace-related motor vehicle crashes were the leading cause of acute work-related fatalities in the transportation industry.

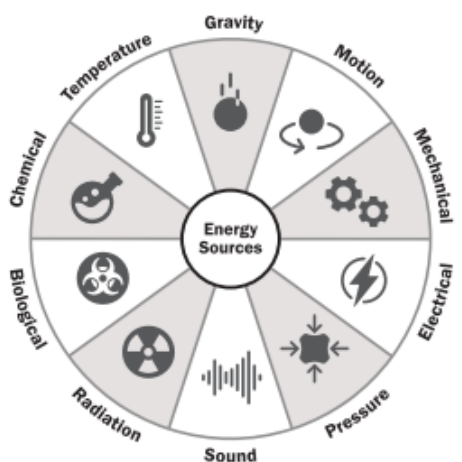
## Construction

From 2010 to 2021, approximately 51 per cent of fatalities were from occupational diseases in the construction industry .

81 per cent of the public were not aware of asbestos risk exposure during home renovation work. 94 per cent of occupational disease fatalities between 2010 and 2021 in the construction industry were asbestos-related.

**Workplace injury prevention** **Hazardous energy wheel**

The hazardous energy wheel is a visual representation of energy found in the workplace that, if released, has the risk of causing an injury. This tool is meant to support hazard recognition and control activities.



The diagram is a circular wheel with 'Energy Sources' at the center. It is divided into eight segments, each representing a different type of energy source with an associated icon: Gravity (falling object), Motion (rotating wheel), Mechanical (gears), Electrical (lightning bolt), Pressure (piston), Sound (sound waves), Radiation (nuclear symbol), and Biological (biohazard symbol). The segments are labeled around the perimeter: Gravity, Motion, Mechanical, Electrical, Pressure, Sound, Radiation, and Biological. The wheel is also labeled with 'Temperature' and 'Chemical' on the left side.

[www.worksafesask.ca](http://www.worksafesask.ca)

**WorkSafe**  
SASKATCHEWAN  
Work to live.

**NEW**

# Psychological Health & Safety

**RESOURCE CENTRE**



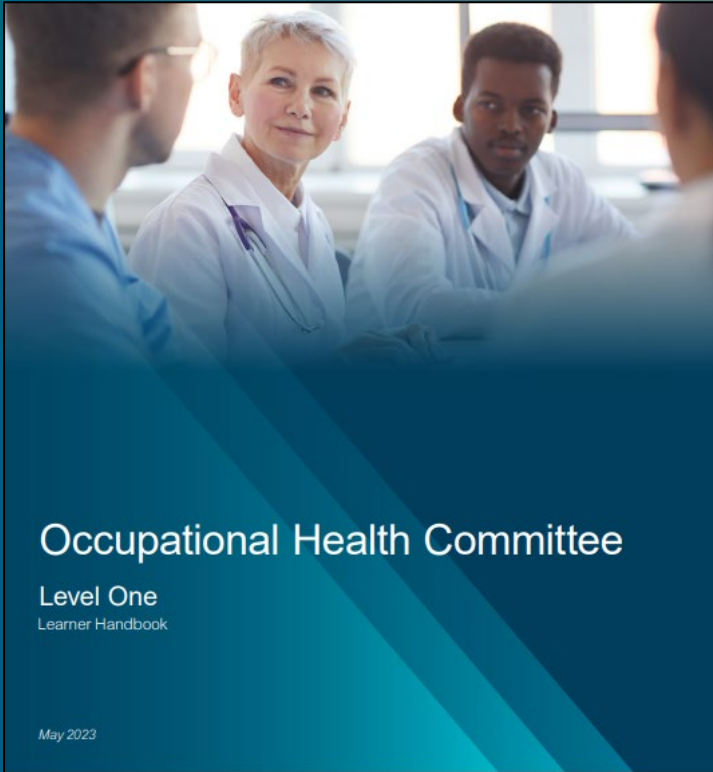
The banner features a stylized human head profile on the right, filled with puzzle pieces in various colors (red, blue, yellow, grey). The puzzle pieces are arranged to form a brain. Surrounding the head are several circular icons in red, blue, and yellow, connected by dotted lines, suggesting a network or interconnected concepts. The background is light grey with faint gear patterns.

**Foundational pillars of a health and safety system**




A row of seven circular icons representing different aspects of a health and safety system: 1. A group of people with a checkmark, symbolizing safety or health. 2. A circular arrow with 'HA' inside, representing a health and safety cycle. 3. A document with 'SOP SWP' written on it, representing standard operating procedures. 4. A person standing at a whiteboard, representing training or education. 5. A document with a checklist, representing safety protocols. 6. A magnifying glass, representing inspection or investigation. 7. A person running towards a door, representing emergency response or evacuation.

# Training



Occupational Health Committee  
Level One  
Learner Handbook

May 2023



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## Learn more about Asbestos Training Standards

Read the Occupational Health and Safety for Asbestos Workers -Training Standard document.



To become an accredited third-party trainer, [click here](#)

If you have any questions about becoming an accredited training provider, please [email us](#).

# UFred Partner

WORKSAFE SASKATCHEWAN



CCOHS  
Canadian Centre for Occupational Health and Safety

# Funded safety associations





ARTIS



SAFETY FUNCTION



UNIVERSITY OF FREDERICTON



Chiropractors' Association of Saskatchewan



Tenen Consulting Ltd.



RDIEC



Government of Canada / Gouvernement du Canada

Canada



University of Regina



GLOBE THEATRE

Saskatchewan!

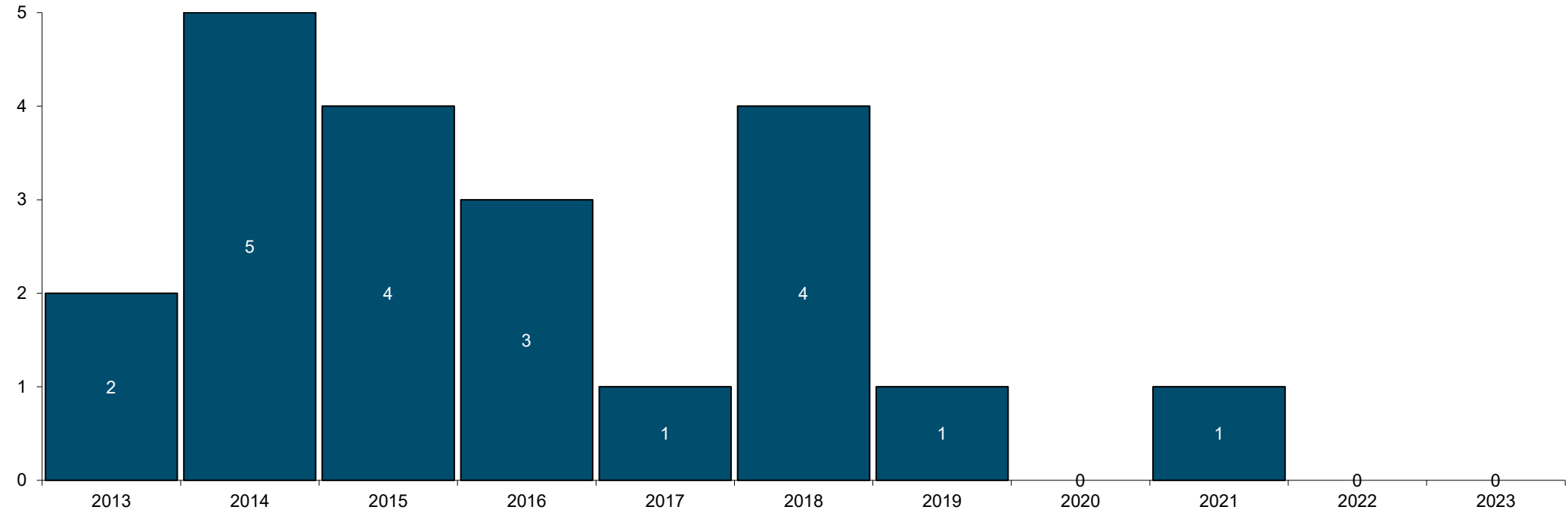


Mother Teresa Catholic Secondary School



# Mission: Zero

### Youth fatalities



■ Total youth fatalities

# Links and resources

- [WorkSafe Saskatchewan](#)
- [Fatality and Serious Injury Strategy 2023-2028](#)
- [Energy Wheel Hazard Assessment Training \(FREE\)](#)
- [National Safety Council and Campbell Institute](#)
- [Construction Safety Resource Alliance](#)



## How to manage a WCB claim

# What to do if you're injured at work

# 3

## Things YOU MUST DO IMMEDIATELY

if you are injured at work

# 1

Get medical attention immediately if you need it.

# 2

Report your injury to your employer immediately.

# 3

Report your injury to the WCB by completing the W1 form immediately.

[wcb.sask.ca/W1](https://wcb.sask.ca/W1)

# Key steps in the claims process

1 →

## Report an injury

- worker
- employer
- care provider

2 →

## Provide information

- worker
- employer
- care provider
- WCB

3 →

## Decide if this is a work injury

- WCB

4 →

## Recovery and return-to-work planning

- worker
- employer
- care provider
- WCB

5

## Administer benefits

- WCB
- employer



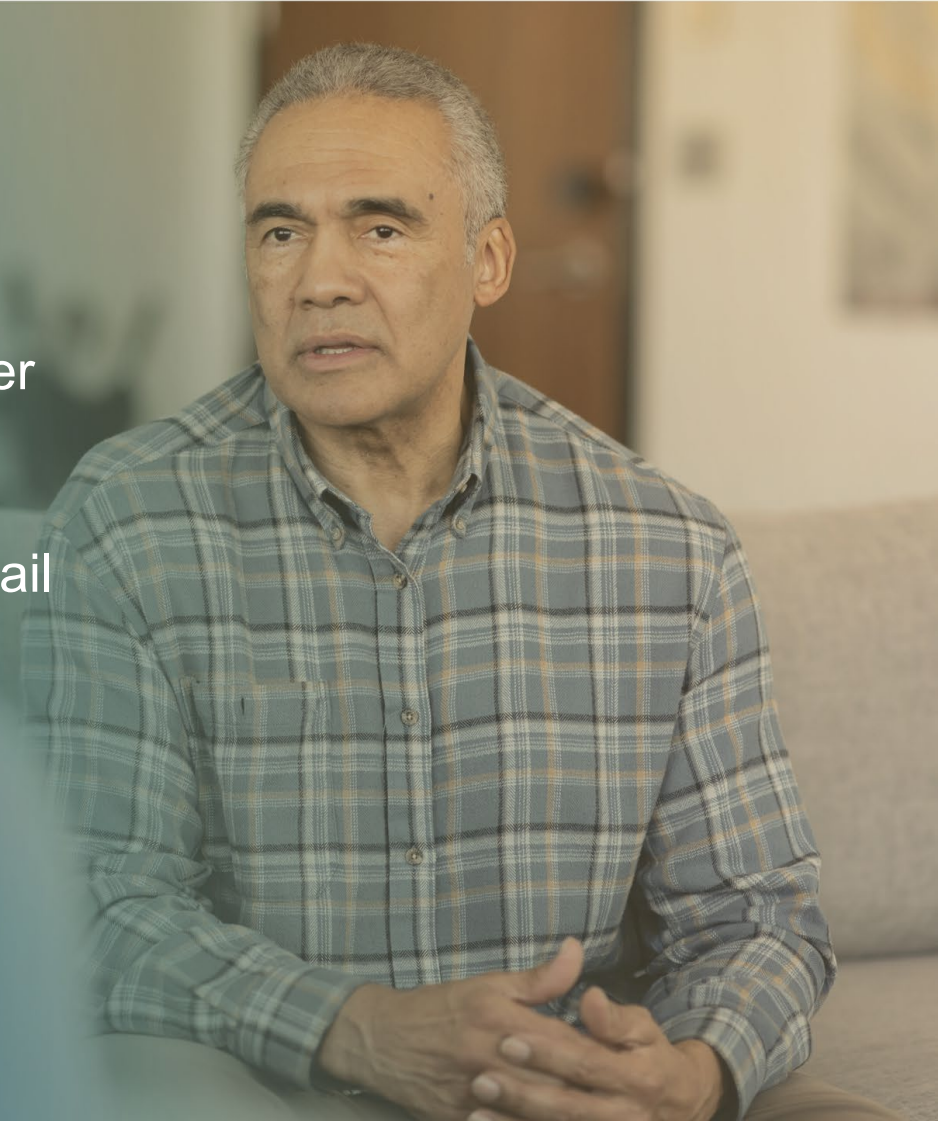
# Provide information

## Who needs to be involved:

- Worker, employer, care provider and the WCB.

## Important things to know:

- The more information we have at the time of notification of injury, the sooner we can help facilitate return to work.
- It is important to provide as much detail on the description of the injury and where medical attention was sought.
- The WCB can help, so if you have questions or are unsure, call us.



# Decide if it is a work injury

## Who needs to be involved:

- WCB

## Important things to know:

- Making a decision can be complex.
- We are here to support you and help you understand our decision-making processes and policies.
- We are a no-fault system.
- 25,000 claims are reviewed annually.
- 8,000 of these claims are time loss claims.
- 3,500 are considered “long-term claims.”
- 2,000 turn into claims that are more than one year in duration.

# Start recovery and return-to-work planning



## Who needs to be involved:

- Worker, employer, care provider and the WCB

## Important things to know:

- The WCB is here to help facilitate a recovery and return-to-work planning program.
- The WCB works collaboratively with the worker, employer and health care provider(s) to find appropriate accommodated duties if possible.
- Research indicates that work is healthy for us and the longer a worker is unable to work, the greater the chances a claim will turn into a “long-term claim.”

# Administering benefits

## Who needs to be involved:

- The WCB and employer.

## Important things to know:


- The WCB issues more than earnings loss benefits.
- The employer can continue to keep a worker in recovery on payroll, however, the WCB will then reimburse the employer for any lost time.




# Understand WCB policies

We are here to help you understand WCB policies, processes and your rights. Our updated site has all policies in a format that is easy to find.

[wcb.sask.ca/policy-listing](https://wcb.sask.ca/policy-listing)

 Saskatchewan Workers' Compensation Board  
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All of the current WCB policies are here, in a format that is easy to find and understand. Learn how the current policies [...See more](#)



wcb.sask.ca  
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Downloadable Policy Info...

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All of the current WCB policies are here, in a format that is easy to find and understand. Learn how the current policies affect workers and employers. Understand your rights.



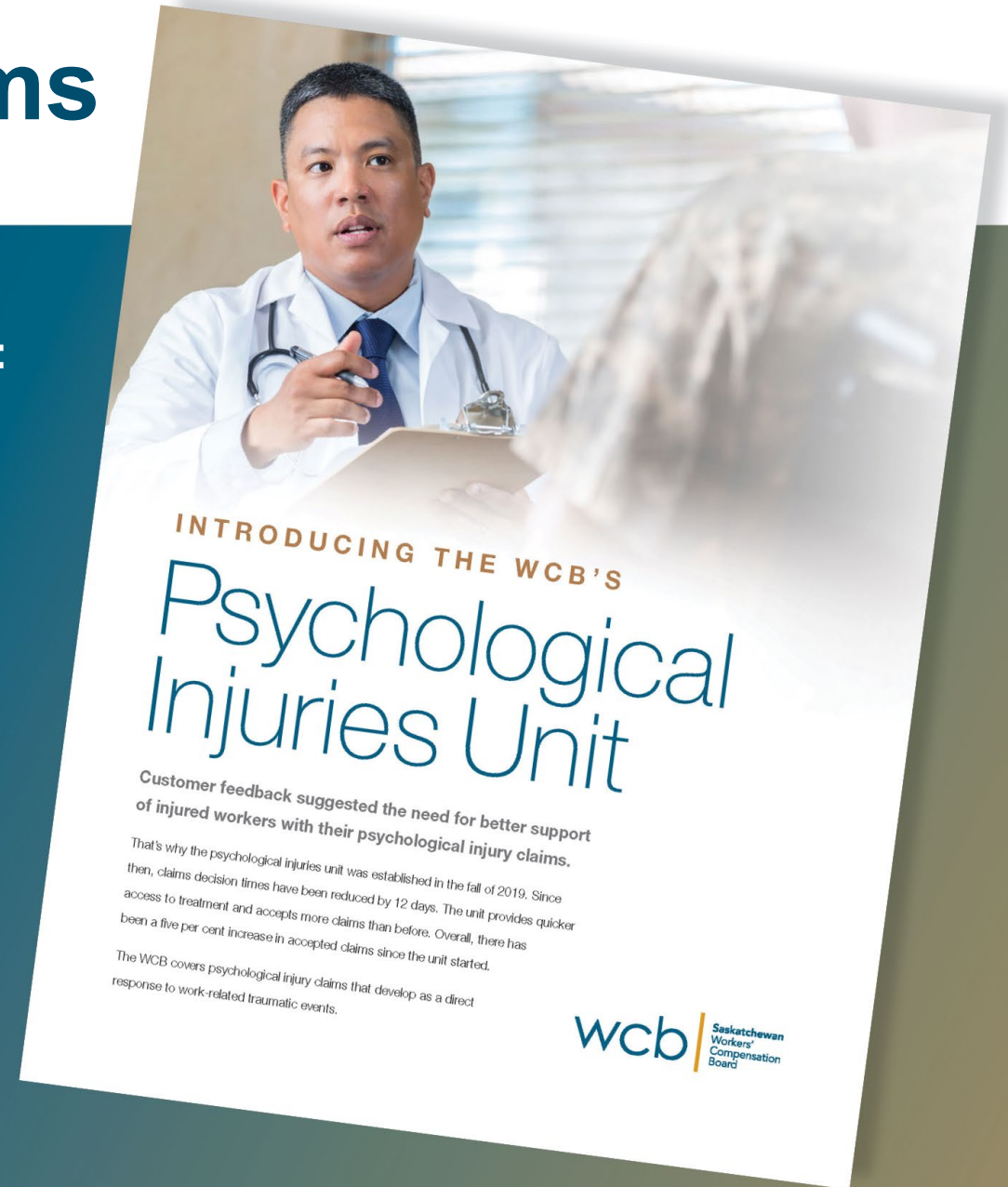
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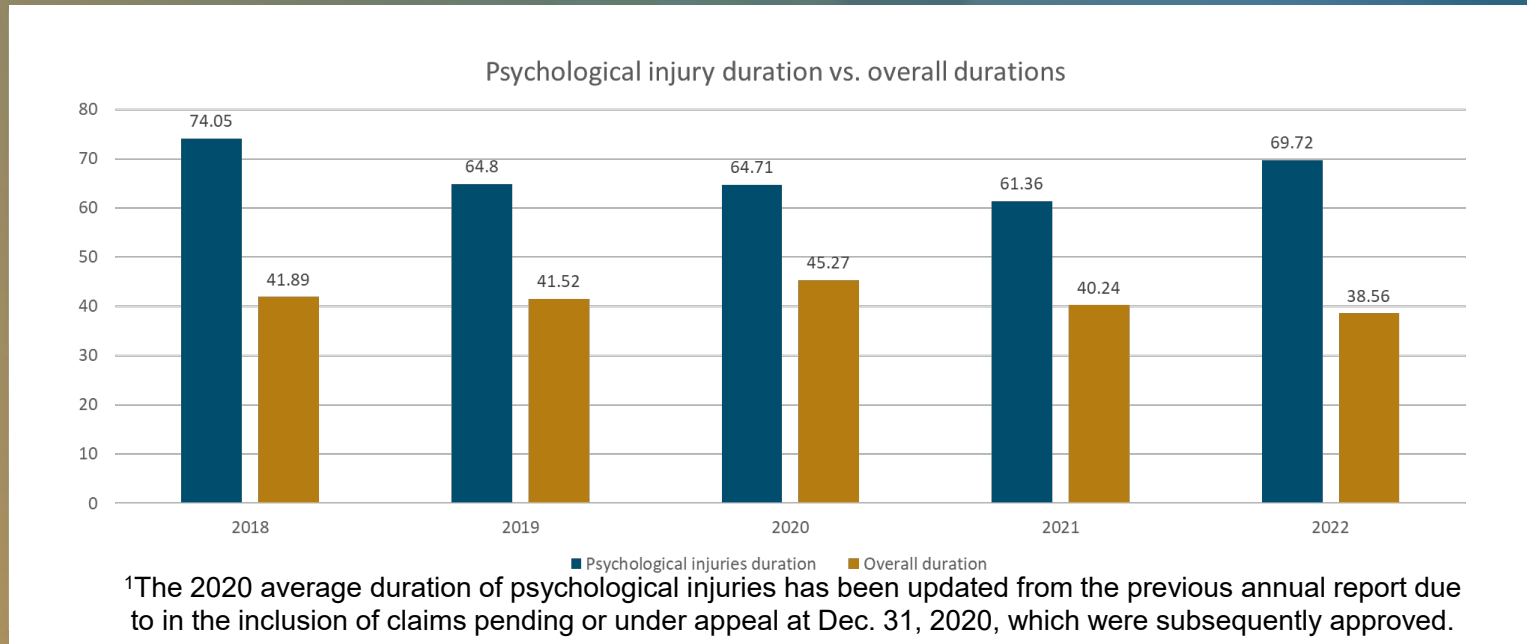
# Supporting complex claims

## To provide a higher level of services to complex cases:

- The extended services unit was established in 2017 to provide specialized supports for cancer claims, fatalities and catastrophic injuries.
- The WCB fully launched the psychological injuries unit in 2020 to better serve workers with psychological health claims.
- The WCB has a partnership with WorkSafe Saskatchewan and Dr. Joti Samra, a registered psychologist from MyWorkplaceHealth.
- Through this partnership, we are developing a long-term strategy to assist Saskatchewan employers in dealing with psychological health issues in the workplace.



# Psychological injuries



The WCB's focus on psychological injury durations involves continuing to respond to the unique challenges of workers and employers dealing with these types of injuries.



# Claims transformation

## Why change?

- Staff and customers have told us that the way we work does not allow us to be effective at meeting our customers' needs.
- We want to consistently incorporate known best practices to prevent work disability.



**Business  
Transformation  
Program**

# Claims transformation

## Engaging customers

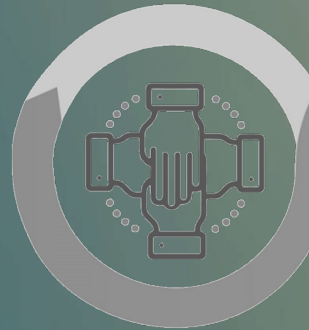
Workers with claims, employers, stakeholders and our own employees have been engaged in helping us design a more customer-centred service model for the future.



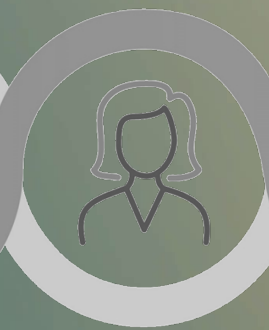
**Business  
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# Claims transformation

## Guiding principles



**Build trusting, respectful and collaborative relationships** with our customers and with each other



Ensure each claim represents a **unique individual** not just a number



**Get it right the first time:** right information to the right person at the right time



**Reduce** the length of time our customers are **waiting**



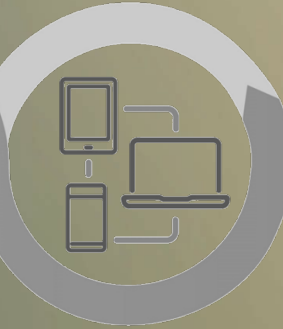
**Minimize handoffs** within our system to ensure we are **adding value** to the customer experience



**Serve customers** the way they want and need to be served



**Proactive communication** with our customers



**Leverage technology** for employers and workers to **self-serve** on things like claim status

# Claims transformation

## Results from 2022

- New adjudication process using a decision model improved time to claim decision.
- Streamlined worker reporting on employment activities – reduced amount and frequency of information collected.
- Revised initial recovery and return-to-work plan to ensure consistent and supportive communication.



**Business  
Transformation  
Program**

# Claims transformation

## Plans for 2023

- Timeliness of adjudication project
- Shifting the customer experience:  
Preventing and mitigating work  
disability



**Business  
Transformation  
Program**

# Preventing and mitigating work disability

## Shifting the customer experience: Preventing and mitigating work disability

### Workers

- Focus on the unique needs of the individual.
- Collaborative recovery and return-to-work planning, which includes the employer & care provider.
- Individualized risk identification and motivational interviewing.

### Employers

- Collaborative recovery and return-to-work planning with the employee and care provider.
- Potential to reduce time loss injuries.
- Proactive approaches to prevent work disability.

# Work disability prevention training

The Government of Canada is providing funding to the National Institute of Disability Management and Research (NIDMAR) to support professional development in disability management.

Visit [nidmar.ca](http://nidmar.ca) for more information.

## Initiative

1. Support for Canadian residents for disability management/ return-to-work continuing education.
2. Support for Canadian residents to obtain professional disability management designations.
3. Support for Canadian workplaces to assess their disability management program.
4. Scholarship opportunities for Canadian residents to take a bachelor of disability management program.

# Questions?

