

Process for safety association guidelines change request

Requests for clarification or changes to the funding guidelines may be submitted at any time using the designated request form. This process ensures the guidelines remain clear, consistent and responsive to stakeholder needs.

Step 1: Submission

Requests are submitted by email to the fund administrator at fundadmin@wcbsask.com

Step 2: Acknowledgement (within two business days)

The administrator confirms receipt and provides a reference number. The response will include an estimated timeline for review, which depends on the priority level selected on the form.

Step 3: Review based on priority

Requests are reviewed internally by WCB staff and relevant leadership. The timeline for review depends on the request's priority:

- High priority – Reviewed within 10 business days
- Medium priority – Reviewed within 30 business days
- Low priority – Considered in the next scheduled review cycle

Additional information may be requested from the submitting organization as needed.

Step 4: Decision and response

A formal response will be provided by email. The outcome may include:

- A clarification or official interpretation
- Acceptance of the proposed change for a future version
- Deferral to a broader policy or guideline review
- A decision not to implement the change, with a rationale

Step 5: Documentation

All requests and outcomes are tracked in a central log. Trends may inform future training, updates or policy adjustments.

Step 6: Updates to the guidelines

Critical updates—such as those tied to regulatory requirements—will be addressed immediately. All other approved changes will be included in the next scheduled review. The guidelines will undergo a formal review at minimum every three years, or alongside the renewal of funding agreements.