



## **Appeals Procedure for Employers and Injured Workers**

If you don't agree with a decision made by the Workers' Compensation Board (WCB) you can appeal. An appeal is when you ask the WCB to change a decision that you don't agree with.

**It is very important that you give the WCB all the information they need when you are appealing a decision. This will help your appeal go more quickly.**

There are two levels in the appeal process for workers or employers.

1. The **Review Committee** is the first level of appeal, with the authority to hear any matter relating to claims for compensation and assessments. If you want the Review Committee to look at your appeal you need to write a letter to them.

The Review Committee normally conducts documentary reviews. However, changes to the *Workers' Compensation Act* effective January 1, 2004 authorizes oral hearings to be held if the employer, worker or dependant concerned in the review requests it.

**Please make sure your letter has this information:**

- a claim number or account number
- date of the letter containing the decision you are appealing
- the issue(s) you disagree with
- the reason(s) for your disagreement
- what you feel the decision should be
- whether you are requesting an oral hearing rather than a documentary review

**Mail your letter to:**

Review Committee Registrar  
Workers' Compensation Board of the NWT and Nunavut  
P.O. Box 8888  
Yellowknife NT X1A 2R3

If the Review Committee makes a decision you don't agree with, you can appeal it to the Appeals Tribunal.

2. The **Appeals Tribunal** is the final level of the appeals process. The Tribunal is independent of the WCB. If you want the Appeals Tribunal to look at the Review Committee's decision, you need to complete a form called a "Request to Appeals Tribunal".

**To get a copy of the form, you can write to:**

Appeals Tribunal Registrar  
Workers' Compensation Board of the NWT and Nunavut  
P.O. Box 8888  
Yellowknife NT X1A 2R3  
Or call long distance for free: 1-800-661-0792 or (867) 669-4420

**If you are a worker and you want help with your appeal, you can contact the Workers' Advisor at 873-4345 or call long-distance for free at 877-816-0166.**



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