

July 2005

## Workers' Compensation Board Claims for Employment and Training Services Clients

### Reporting Procedures

#### ***HRE Client/Worker***

- Report any injury that occurs while performing the duties of the job.
- Fill out the WCB's **Worker's Report of Injury (form C060)** and submit it to the supervisor immediately.
  - Indicate the name of the employer where the incident occurred followed by a slash (/) and then "HRE". If applicable, after "HRE" write the name of the service provider in brackets. E.g. Employer's name/HRE (ZYX Employment Services).
  - For question 13, indicate "0" for wages in work experience positions where no wage is paid. Also note whether the worker is receiving Employment Insurance benefits or Income Support.
  - Fill in the appropriate boxes if the worker has other paid employment that the injury may affect.
- If the incident was a motor vehicle accident, fill out the WCB's **Automobile Accident Report (form L054)** and submit it to the supervisor.

#### ***Work Site Supervisor***

- Report any injury to any HRE client (worker) that has occurred on the work site.
- Investigate the incident to ensure all information on the worker's report (Form C060) is accurate and complete. Ensure worker is provided with the WCB's Worker Handbook.
- Prepare the WCB's **Employer's Report of Injury (form C040)**.
  - Indicate the name of the employer where the incident occurred followed by a slash (/) and then "HRE". If applicable, after "HRE" write the name of the service provider in brackets. E.g. Employer's name/HRE (ZYX Employment Services).
  - For question 12, indicate "0" for wages in work experience positions where no wage is paid. Also note whether the worker is receiving Employment Insurance benefits or Income Support.
- Fax all WCB reports to the service provider who has placed the client (worker) with the employer.

#### ***Service Provider***

- Receive the completed WCB reports from the employer and client (worker).
- Verify the claimant is an eligible client in the training/work experience program.
- Immediately fax the WCB reports to the HRE Contract Services Coordinator or other HRE contact.
- Phone and advise HRE the WCB reports are being faxed.



## **HRE Contract Services Coordinator/Contact**

- Review WCB reports prepared by the employer/service provider and the employee.
- Sign off WCB reports by entering name, phone number and the WCB deeming order account number.
- Fax WCB reports to WCB within **72 hours** of being notified of the injury regardless of working hours:

780-427-5863	(in Edmonton)
403-517-6001	(in Calgary)
1-800-661-1993	(toll-free anywhere in Alberta)

## **WCB Reports**

Employer's Report of Injury (form C040)

[www.wcb.ab.ca/pdfs/c040.pdf](http://www.wcb.ab.ca/pdfs/c040.pdf)

Worker's Report of Injury (form C060)

[www.wcb.ab.ca/pdfs/c060.pdf](http://www.wcb.ab.ca/pdfs/c060.pdf)

Automobile Accident Report (form L054)

[www.wcb.ab.ca/pdfs/c040.pdf](http://www.wcb.ab.ca/pdfs/c040.pdf)

## **For further information**

Please see *Workers' Compensation Board Claims for Employment and Training Services Clients - Questions & Answers*, NCN 1052 (Rev 2005/07) posted under *Directives and Fact Sheets* at [www.gov.ab.ca/hre/skillsinvestment/reg](http://www.gov.ab.ca/hre/skillsinvestment/reg), or visit the Workers' Compensation Board website at [www.wcb.ab.ca](http://www.wcb.ab.ca).