

# WCBupdate

April 2014

## WCB Expands Efforts to Remind Manitobans to Report Workplace Injuries

In the coming weeks, the WCB will launch an expanded public awareness campaign that encourages workers and employers to report workplace injuries to the WCB.

Building on the 2013 "Reporting Matters" campaign, this year's campaign promotes information about reporting injuries and makes that information more accessible to all workers and employers, including those who speak English as an additional language.

The campaign will reinforce that workers have the right to report

workplace injuries to the WCB and that employers have an obligation to report injuries in their workplace, it's the law. Early reporting helps workers receive benefits sooner, it helps them to access healthcare services and it increases the likeliness that they can return to meaningful work in a timely manner.

New this year, the campaign will include television advertising to raise the profile of this message and further increase awareness of the benefits of reporting workplace injuries to the WCB. In addition to television, you can see the campaign ads on

transit, radio, Facebook, in print and in doctors' offices. The WCB website will also feature short web videos that introduce the claim reporting process in English, French, Spanish, Tagalog, German, Mandarin and Punjabi as well as claim reporting brochures available in 17 languages. These resources, and more, are available at [wcb.mb.ca](http://wcb.mb.ca).

Remember, everyone has a responsibility within the workers compensation system. To request workplace posters, brochures or other information on how to report a claim, email [wcb@wcb.mb.ca](mailto:wcb@wcb.mb.ca).

## Day of Mourning Remembers Lost Lives

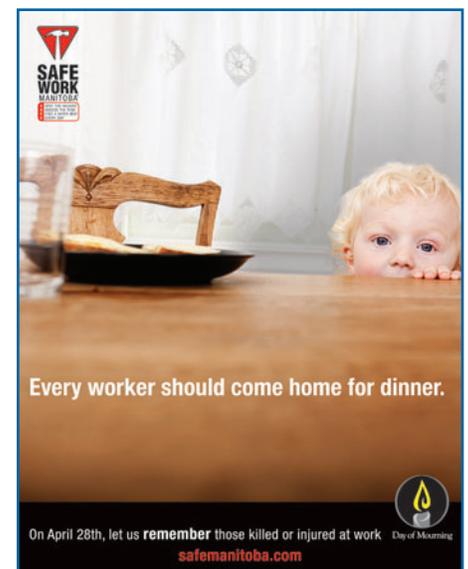
On April 28, 80 countries worldwide will mark an official Day of Mourning to commemorate those workers who have suffered work-related injuries, illnesses and fatalities. This annual remembrance serves as a reminder to employers and workers to do everything possible to ensure that

their workplaces are safe and healthy.

The number of injuries and fatalities that occur in the workplace every year is higher than most people would imagine. In 2012, nearly three workers died each day from a workplace injury or illness across Canada.

Through education and prevention efforts, the WCB is here to support safe and healthy work and workplaces, and put workers and employers at the centre of all we do.

The WCB will recognize the Day of Mourning on April 28 by lowering its flag to half-mast. A Leaders' Walk will also be held on April 28, beginning at the Union Centre at 275 Broadway



and concluding at the Manitoba Legislature Building.

For more information, visit [cchohs.ca](http://cchohs.ca).

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## WCB awards \$1 million in grants for workplace health and safety innovation and research, announces new stream of funding

The Workers Compensation Board of Manitoba (WCB) recently announced the recipients of 10 grants in support of projects that will help keep Manitoba workers safe and recover from workplace injuries.

The funding is part of the WCB's Research and Workplace Innovation Program (RWIP). This year's initiatives range from injury prevention projects to help young people starting careers in the agricultural sector to online health and safety training for Manitoba's rapidly growing Aboriginal workforce.

"The Research and Workplace Innovation Program funds innovative projects and scientific research that helps reduce workplace injuries and illnesses and helps injured workers recover," says WCB President and CEO Winston Maharaj. "Whenever new RWIP projects are announced, that

means that the WCB is adding to our growing pool of practical resources available to help employers, workers and the general public."

The RWIP makes available \$1 million each year to fund high-quality scientific research and workplace-based innovation programs that improve workplace health and safety, injury prevention, treatment of workplace injuries, and scientific, medical or other issues relating to workers compensation. Since 2009, funding has supported 39 workplace prevention, education and training initiatives.

The RWIP is now accepting applications for 2014 grants. For more information, call Bruce M. Cielen at 204-954-4650 or view the information on the WCB website at [wcb.mb.ca/research-and-workplace-innovation-program](http://wcb.mb.ca/research-and-workplace-innovation-program).



## Dates to Remember

**April 30, 2014** – The WCB wants to remind employers that if they did not submit a completed Annual Payroll Form (APF) prior to April 30<sup>th</sup>, their actual 2013 and estimated 2014 payroll amounts will be determined by the WCB. In addition, these employers will be charged an additional late filing penalty on their 2014 assessment premium.

Employers with Optional coverage who have not provided their completed Annual Payroll Form will also have actual and estimated payroll amounts determined by the WCB and their coverage will be cancelled, leaving them with a balance owing for the coverage to date.

### New Fact Sheets Now Available

WCB fact sheets contain valuable information and answers to your questions. We have updated numerous sheets that contain valuable information for workers, employers, and business owners.

For a complete listing of our fact sheets go to our website at [wcb.mb.ca/wcb-fact-sheets](http://wcb.mb.ca/wcb-fact-sheets).

We have a large library of fact sheets for workers, employers and business owners, so feel free to find the information you need based on your category. There is also a wide range of languages, including the recently added Simple Chinese fact sheets.

### WCB Policy Manual Updated

The WCB's Policy and Procedures Manual provides policy information for workers and employers covered by workers compensation, as well as for other interested parties who want to understand the policy positions adopted by the Board of Directors.

We've had a few recent updates to the manual and invite you to view those updates on our website at [wcb.mb.ca/policy-manual-updates](http://wcb.mb.ca/policy-manual-updates).

You can also sign up for our monthly electronic newsletter on the same web page to be updated each month on important WCB news.

### WCB Mailing Address Changing

Currently, the WCB has a Mail Box listed as 210 - 363 Broadway, which will be closing.

Employers should now send their payments and general correspondence to the main mailing address as identified on all of our correspondence to:

**333 Broadway  
Winnipeg, MB  
R3C 4W3**

### Contract labour percentages revised

Many industries, including construction, oil and gas, and logging, make significant use of contract labour. Individuals providing contract labour typically do not have their own workers compensation account. Instead, the companies they work for report their contract workers' earnings to the WCB as part of the company's assessable payroll. This ensures contract workers are covered in the event of a work-related injury and that the employer is protected from a lawsuit if an injury occurs.

The WCB uses an Assessment Schedule for Contract Labour to identify the percentage of the contract that an employer should use to determine the assessable earnings of a contract worker, based on industry averages,

the type of equipment required, and whether or not the contract worker is provided the necessary materials.

The Assessment Schedule for Contract Labour was recently revised to more accurately reflect the cost of labour for employers who use contract labour.

Up until recently, the labour percentages for minor materials varied from 85 to 95 per cent. Now, when employers are calculating actual and estimated payroll, if the contractor does not provide materials or major equipment, the employer can use a flat rate of 85 per cent of the contract value to determine the contractor's assessable earnings.

"The Manitoba business landscape is primarily comprised of small business,"

explains Bob Craddock, Director of Assessment Services. "Even if these individuals don't maintain a business office, they have business costs such as accounting, vehicles, phone lines etc. built into their contract pricing. This change ensures the businesses that use contract labour are paying premiums more accurately based on the actual labour portion of the contract."

If you used the 2013 version of the Assessment Schedule for Contract Labour to provide your estimate for 2014 assessable payroll, the WCB recommends you review your contract labour calculations. If there is a difference as a result of these changes, contact Assessment Services at 204-954-4505 or toll-free at 1-800-362-3340 and ask that your estimate be revised with the new figures.

### Online Payroll Reporting a Success

The 2014 annual payroll reporting period is over and for the first time the WCB offered an initial group of employers the opportunity to report their payroll online. The results from this group attest that the future for payroll reporting is online.

Over 85 per cent of employers reported they were "satisfied" or "very satisfied" with their experience in using the online payroll reporting application. A brief sampling of comments from employers included:

- "Very easy to use and very convenient."
- "This was the easiest form that I have filled out. Thank You."
- "I'm so glad the Board finally offers online access to payroll reporting – it's been a long while coming."

With this success, the WCB will make online payroll reporting available to all employers for the 2015 annual payroll reporting season.

### Fair Practices Advocate launches new Website

The Fair Practices Advocate (FPA) is an independent office that works to ensure fair practices at the Workers Compensation Board of Manitoba (WCB).

They act as an ombudsman for injured workers, their dependents, and employers to resolve issues they may have with the WCB, while also helping the WCB improve its quality of service.

#### The Fair Practices Advocate has three main purposes:

- To listen to concerns,
- To help resolve issues, and
- To identify reoccurring fair practice issues and report them to the WCB.

To learn more, visit their new and improved website at [fairpracticesofficemb.ca](http://fairpracticesofficemb.ca).





## Safety is a Language We Can All Speak

In March, SAFE Work Manitoba launched a new public awareness campaign focused on the language barriers new Canadians face in the workplace and their impact on safety and health.

With the tagline “Safety is a language we can all speak,” the campaign directs employers and workers to resources available in 18 languages on [safemanitoba.com](http://safemanitoba.com).

New workers, no matter their age or where they come from, are at a higher risk of injury at work. In fact, workers are four times more likely to be injured in their first month on the job than at any other time.<sup>1</sup> Additionally, new Canadian workers face further barriers in the workplace that include English language proficiency and cultural differences.

That’s why the goal of this campaign is to engage employers, new Canadians and all workers in understanding and overcoming the language barriers faced by many new Canadian workers.

The campaign features a television ad that brings to life the language barriers faced by workers whose first language is not English. The ad takes a first-person perspective, entering a workplace where people are speaking to the viewer in foreign languages, providing safety orientation information and directions for using equipment that the viewer cannot understand. The television ad is supported by radio, outdoor and print advertising.

To access safety and health resources in languages other than English, as well as a listing of translators and trainers who can help employers communicate with workers who speak English as an additional language, visit [safemanitoba.com](http://safemanitoba.com).

<sup>1</sup> F C Breslin, P Smith. Trial by fire: a multivariate examination of the relation between job tenure and work injuries. *Occup Environ Med* 2006;63:27–32.

## SAFE Work Manitoba Builds Momentum into 2014

For a number of years, the WCB and Workplace Safety and Health (WSH) have worked closely together to develop and promote the SAFE Work brand – a strong brand that is well-known and recognized throughout the province.

Prevention staff from the WCB and WSH will now come together under a separate, dedicated arm of the WCB called SAFE Work Manitoba, which will lead Manitoba into the future and help us become the safest place to work in Canada.

The Minister’s final report – *Manitoba’s Five-Year Plan for Workplace Injury and Illness Prevention* – provides a clear roadmap for SAFE Work Manitoba.

### There are a number of SAFE Work Manitoba initiatives underway for 2014, including:

- **Consolidation of Training** – the safety and health training currently being delivered by the WCB and WSH will be consolidated and enhanced under SAFE Work Manitoba.
- **Workplace Safety and Health Committee Leadership Conference** – The first annual event will bring together workplace safety and health committee

leaders to network and exchange best practices on safety and health.

- **“SAFE Work on Wheels”** – A new mobile unit will be launched to help deliver safety and health training to workers who may – because of the nature of their employment or their rural/remote location – have difficulty accessing conventional training.
- **Safety and Health Materials for New Businesses** – Safety and health materials will be enhanced and distributed to all new Manitoba businesses each year.
- **Single Point of Contact** – The launch of a single phone number will provide workers and employers with one number linked to a wide range of information, services and programs provided by SAFE Work Manitoba, the WCB and WSH.

As a newly created separate arm of the WCB, SAFE Work Manitoba, with an incoming new Chief Operating Officer at the helm, will help employers and workers navigate towards a safer Manitoba.

Watch for more details about SAFE Work Manitoba at [safemanitoba.com](http://safemanitoba.com) and in the next issue of *WCB Update and Insider*.

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