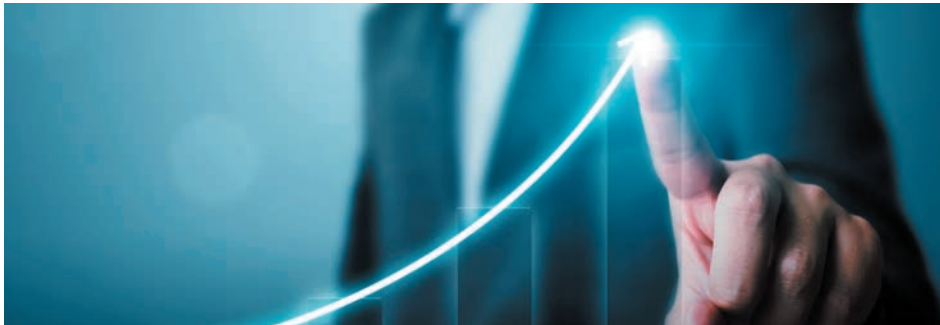


WCB UPDATE

December 2018

Improve Business Performance and Reduce Costs



The most effective way to reduce your WCB costs is to improve health and safety at your workplace and strengthen your return to work programs – and we partner with SAFE Work Manitoba to promote and help you achieve these goals.

Preventing workplace injuries is the single most effective way to protect workers and control your workers compensation costs. Investing in workplace safety and health delivers positive results for everyone at the workplace. Safety is a benefit to workers, who go home safe at the end of each workday. Fewer injuries mean less time lost and improved productivity for your workplace.

Preventing workplace injuries and illnesses is an important priority for the WCB. Through our partnership with SAFE Work Manitoba, we are working to improve the lives of Manitoba workers, their families and employers. One important way that Manitoba employers can effectively integrate safety into their business

operations is by becoming SAFE Work Certified.

SAFE Work Certified is Manitoba's safety and health certification standard that helps make workplaces safer and provides a financial reward to employers that take proactive steps to prevent workplace injuries and illnesses.

When injuries do occur, an effective return to work (RTW) program is the best way to minimize the impact of an injury, promote recovery, and manage associated costs. A strong RTW program is a proactive approach to helping injured workers stay at work or return to meaningful and productive work as soon as health permits. RTW programs can include

modified work, temporary alternate work or a gradual return to work.

The WCB offers free one-day training workshops for employers on Return to Work Basics and WCB Basics. It is recommended – but not mandatory – that the two courses be taken together.

The training is designed for:

- Employers
- Leaders/managers/supervisors
- Safety officers
- Lead hands
- HR professionals
- Disability coordinators
- Return to Work coordinators
- Anyone directly involved in the Return to Work of an injured worker

For more information on SAFE Work Certified, RTW programs or employer training visit <https://www.wcb.mb.ca/improve-business-performance-and-reduce-costs>.

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Reporting an Injury

When one of your employees is hurt at work, we're here to help. The process starts when we receive an injury report – whether from you, the injured worker, or their healthcare provider.

Report an injury as soon as possible – within 5 business days:

You must report a workplace injury to the WCB within five business days of:

- The day of the injury, OR
- The day you became aware of the injury.

Late reporting could result in an administrative penalty. Employees also have an obligation to tell their employer of any injury.

Report an injury online, by phone, fax or mail:

The WCB is here to help with the method of reporting that works best for you.

Online:

The WCB's Online Incident Reporting application is secure and available for employers to report a workplace injury 24/7. You must register with the WCB's Technical Support Team to set up an online incident reporting account. For information on registering visit <https://www.wcb.mb.ca/incident-reporting>.

Phone:

Call the WCB at 204-954-4100 or toll free 1-855-954-4321 to report a workplace injury to a Claim Information Representative. You can review the Employer Incident Report Form before calling to make sure you have all the information you need. The Claims Information Centre is open



from 8:00 a.m. to 7:00 p.m., Monday to Friday (except statutory holidays).

Fax:

You can complete the Employer Incident Report Form and send it to us by fax at 204-954-4999 or toll free 1-877-872-3804.

Mail:

You can complete an Employer Incident Report Form and send it to us by mail:

The Workers Compensation Board of Manitoba 333 Broadway, Winnipeg MB R3C 4W3

Employer Incident Report Form:

The Employer Incident Report Form is a fillable PDF that you can save to your computer, fill out and print. The fillable PDF can be found on our website <https://www.wcb.mb.ca/how-to-file-an-employer-claim> or a paper copy of the form can be obtained by calling 204-954-4321 or 1-855-954-4321.

Reporting workplace injuries early benefits your business:

- The sooner the WCB knows about an injury, the quicker the claim can be adjudicated and processed – which ultimately helps get employees back to work sooner.
- Reporting workplace injuries early also helps you avoid administrative penalties for late reporting.

What if a worker or healthcare provider reports an injury first?

Workers and healthcare providers are also required to report a workplace injury to the WCB. However, an employer is still required to report an injury within five days of becoming aware of the injury.

For more information visit <https://www.wcb.mb.ca/how-to-file-an-employer-claim>.



Annual Payroll due February 28

Each year, employers are required to provide payroll information to the WCB by the last day in February. You'll need to provide us with your previous year's actual payroll and your current year's estimated payroll. **The deadline date is February 28, 2019.**

You're not required to send payment at this time. Payment will be due according to your Account Statement, which we'll mail to you after your payroll information is received.

Please note that even if you have \$0 in payroll to report, you still need to send us this information. Failure to do so will result in penalties.

Online Payroll Reporting

If you haven't used it yet, accessing the online Payroll Reporting System is the easiest, fastest and most reliable method of reporting your payroll information. It's a secure Internet system that's available 24 hours a day, seven days a week.

You can still report your payroll using a paper form. To learn more about the methods of reporting as well as the information you'll need to have on hand, visit wcb.mb.ca > **Employer** > **Report Payroll**.

Sign up for SAFE Work Matters!

Get resources and training on workplace injury and illness prevention delivered once a month to your inbox.

Subscribe at
safemanitoba.com



Young Worker Safety Toolkit

SAFE Work Manitoba's online toolkit is your one-stop shop for resources related to young worker safety. It includes a link to the new Young Worker Readiness Certificate Course, which all Manitoba youth aged 13 to 16 must complete before starting a job. Check out the toolkit at safemanitoba.com/youngworkertoolkit.

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