

WCB INSIDER

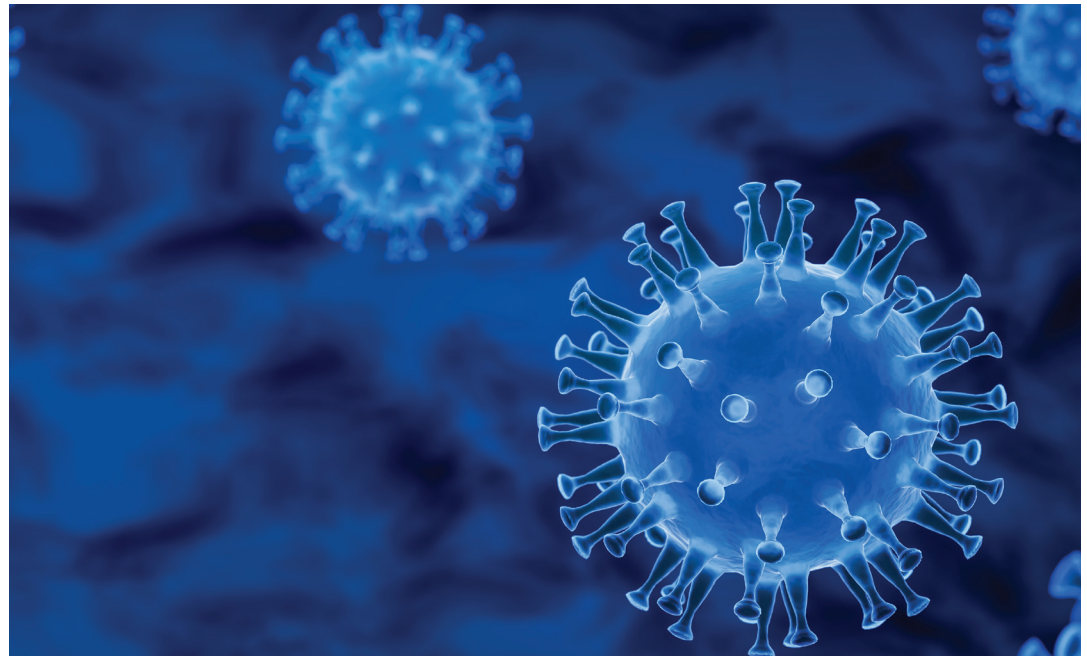
September 2020

WCB continues services to employers during COVID-19 recovery

The WCB took an important step in its COVID-19 recovery this month, as many staff returned to our offices on a 50 per cent capacity basis. Our offices remain closed to the public, but we are developing a plan to ensure a safe reopening. Please visit our website at www.wcb.mb.ca regularly for updates. In the interim, we are still here to help you by email or phone.

Since mid-March, the majority of WCB employees had been working from home. Despite our offices being closed to the public, service to employers continued with the exception of all in-person meetings.

In July, our first groups of staff returned to their workspaces in Winnipeg to begin a two-week pilot to test safety and health protections like directional signage, physical distancing



and other measures. This followed extensive site preparations led by our internal Workplace Safety and Health Committee.

Our top priority is ensuring the health and safety of our employees and customers. We have followed public health advice and direction

since the beginning of the pandemic, and we will adapt as they change. We are taking a cautious and considerate approach, following the lead of other public agencies.

You can reach us at 204-954-4505, or within Canada toll free at 1-855-954-4321.

For more information about our COVID-19 response, visit our website at www.wcb.mb.ca/how-the-wcb-is-responding-to-covid-19.

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COVID-19 Training for Workers

As workers return to the workplace, employers are encouraged to provide information and training to mitigate the risks associated with our newest workplace hazard, COVID-19. Under workplace safety and health legislation, employers are required to ensure that all workers are acquainted with the safety and health hazards they may face in the course of their service. That's why SAFE Work Manitoba is offering a free online training course called COVID-19: Best Practices for a Safe Workplace.

As restrictions are reduced in Manitoba, this interactive online course provides simple instruction to help

prepare workers on how to reduce the risk of catching or spreading COVID-19 in the workplace, keeping themselves, their co-workers and their customers safe. The 35-40 minute course complies with provincial health guidelines and teaches workers how to apply the 4 Ps of COVID-19 workplace safety:

- Physical distancing - Limit close contact with others
- Personal hygiene - Ensure hands and objects are clean
- Physical environment - Steps you take to reduce the risk

- PPE - Personal Protective Equipment use

The course will be delivered through the SkillsPass learning platform, which allows employers to assign it to workers and track their completions. Upon completion of the training, each worker is issued a COVID-19: Best Practices for a Safe Workplace e-certificate that can be shared/scanned or printed and posted for customers and co-workers to see.

For more information, to take the course or to assign the course to your workers, please visit safemanitoba.com.

Authorized Contacts on your Employer Account

Did you know that employers can add additional authorized contacts to their account at any time?

When you first registered your employer account with the WCB, the person registering it was automatically listed as your authorized contact. Your authorized contact has access to your WCB information, and can make changes to your account information. Subject to certain exceptions permitted by law, the WCB only gives access to your account information to your authorized contact. Your information is treated as private and confidential, and WCB employees are bound by confidentiality policies to safeguard your account information.

Some employers find it useful to have

more than one authorized contact. An authorized contact is typically an owner of the business, a director of the corporation or a trusted employee. You can add one or more authorized contacts at any time by providing the WCB with a signed authorization that includes the following:

- Employer's legal name, address and contact information (phone, fax, email)
- Employer's WCB account number
- The authorized contact's name, address and contact information
- The types of information (claims, assessment or both) for which access is being given
- The effective date access is being given to the employer's file information
- Your name, title, signature and contact information (if you're requesting to add the contact).

Sometimes you may want an external party, such as an advocate or consultant, to have access to some of your information. If you would like an external party to have access to your information, you can provide access by following the same process you use to add additional authorized contacts. In addition, an external party's access must be renewed by the employer every two years. If you do not renew the external party's access, it will lapse automatically.

Please note that if there are multiple employer accounts, a separate authorization letter is required for each account.

Employers can update their contacts anytime throughout the year by contacting Assessment Accounts at 204-954-4505, toll free 1-855-954-4321, ext. 4505, or by email at assessmentservices@wcb.mb.ca.

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