

A Getting Started Guide for Using the **SAFE Work Reports Online System**



Using the SAFE Work Reports Online System

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Helpful Tips

This guide should help you walk through the step-by-step process of the SAFE Work Reports system. Should you still have any questions, please check the Getting Help section for further assistance.

Do not use the browser 'Back' arrow button in your Internet window. Only use the menu links in the SAFE Work Reports windows. The browser's 'Back' button will take you out of the system.

Using the SAFE Work Reports Online System

Overview

SAFE Work Reports are a series of reports available to WCB registered workplaces that provide information to help monitor and improve injury prevention and return to work outcomes.

The reports provide current, account specific information, on a number of statistical areas such as:

- Claim Counts
- Injury Rates
- Days Paid
- Costs
- Assessment Rates
- Premiums

In addition to the report(s) currently available, new reports are in development and will be added throughout the year. This guide will introduce you to the SAFE Work Reports application and provide the information you need to get started.

System Requirements of SAFE Work Reports

The system requirements for WCB's SAFE Work Reports include:

- Microsoft Internet Explorer 8.0 (128-bit encryption version)
- JavaScript enabled on your web browser
- Cookies enabled on your web browser*
- Internet Account
- 800 x 600 display resolution, 1024 x 768 display resolution recommended

If your computer system does not meet any of the above requirements, a screen is displayed when you log on informing you of the minimum criteria and a list of messages that describe what part of your system does not meet the requirements. While there is no minimum Internet connection speed required, faster connection speeds will provide better performance.

Helpful Tips

The SAFE Work Reports system checks your web browser and will inform you if it does not meet the minimum requirements.

Using the SAFE Work Reports Online System

When can you use SAFE Work Reports?

WCB's SAFE Work Reports are available to you 24 hours a day, seven days a week. The WCB Technical Support Team is available to assist you from Monday to Friday, 8:00 AM to 5:00 PM (except on statutory holidays). **

** The SAFE Work Reports only uses session cookies. No application information is stored on your hard drive without your consent.*

*** This availability level is subject to change.*

Following WCB's Security Policy

The SAFE Work Reports application provides access to confidential information. WCB has implemented a Web Security Policy as part of our commitment to our clients. In this section, you will find the highlights of this policy and what it means to you.

The security of your information is of the utmost importance. SAFE Work Reports and associated data reside on a WCB of Manitoba web server. Security precautions begin from the time you are registering to ensure complete confidentiality. Only employers who register to use SAFE Work Reports have access to the system and only to their own individual accounts. In addition, only authorized users as specified by you, who have an assigned User ID, can view the organization's data.

For further security, the WCB Technical Support Team will develop a challenge, response mechanism when you register. If you ever forget your password or need to confirm your authorization, you will be able to use a challenge question previously selected by you to identify yourself. It's another way WCB helps keep your information confidential and your access secure.

To protect the confidentiality of SAFE Work Reports, please observe the following rules:

- SAFE Work Reports will ask you to change your password every 12 months. You can, however, change your password at any time and are encouraged to change it frequently.
- Use unusual passwords. Never use familiar names such as the names of your children or the name of your company as passwords.
- Three successive password violations during log on will lock your User ID. If this happens, you will need to contact the WCB Technical Support Team at 204-954-4803 in Winnipeg or toll free in Canada at 1-866-751-9245.
- Never share your User ID or password.
- If you have a staff member who changes positions or leaves your company and you no longer want them to have access to SAFE Work Reports, please contact the WCB Technical Support Team at 204-954-4803 in Winnipeg or toll free in Canada at 1-866-751-9245 to update or remove the employee's access.

Helpful Tips

Never share your User ID or password!

Using the SAFE Work Reports Online System

For security purposes, registered users will be required to read and agree to WCB's Terms and Conditions before accessing SAFE Work Reports for the first time. If you are a registered user, you will also be required to read and agree to this document every 12 months or if there are any changes to the agreement. This agreement is similar to documents for other interactive web sites and web-based applications. It lists the terms of use and liability issues. It is highly recommended that you read the agreement carefully.

You can print this document for your records if you wish.



Using the SAFE Work Reports Online System

Getting Started

Registered User Access

The first step to gaining access to SAFE Work Reports is to become a registered user. For security purposes, there must be only one person in your organization who registers all of the users within the organization. This person will become the Organization Administrator for your organization.

When the Organization Administrator phones the WCB Technical Support Team to register your organization's users, they will need the name, phone number and email address of all the users they wish to register. If your firm is a registered employer with WCB, you will also be asked for the following information found on your account statement:

- The last reported Annual Estimated Payroll
- Your WCB Account Number, and
- The WCB Industry Code and corresponding rate.

To register and obtain User IDs and passwords, phone the WCB Technical Support Team at 204-954-4803 in Winnipeg or toll free in Canada at 1-866-751-9245. A WCB Technical Support Team member will help you register all of the users for your organization.

If you already have a User ID and password for WCB Online Services, you must call the WCB Technical Support Team to be given access to SAFE Work Reports.

Helpful Tips

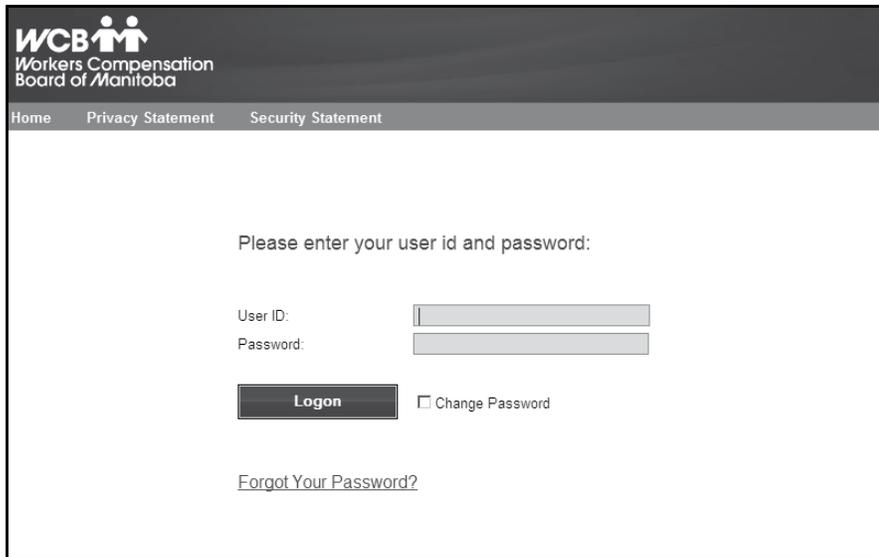
Please ensure you have all of the information ready before phoning to register. If you do not have all of the required information when you phone, you will be required to phone back to continue the registration process.



Using the SAFE Work Reports Online System

Logging On as a Registered User

The Log On screen for SAFE Work Reports can be found at <https://www.securewcb.mb.ca/safework/logon.jsp>. When it is displayed enter your User Id and password and then click the Logon button.



WCB
Workers Compensation
Board of Manitoba

Home Privacy Statement Security Statement

Please enter your user id and password:

User ID:

Password:

Change Password

[Forgot Your Password?](#)

Please use the Log Off menu item when you have completed your activities in the SAFE Work Reports system. If you have been inactive for 30 minutes, the application will automatically log you off. If this happens and you try to perform another task, you will be prompted to log onto the system again.

Helpful Tips

The first time you log onto the system, you are required to:

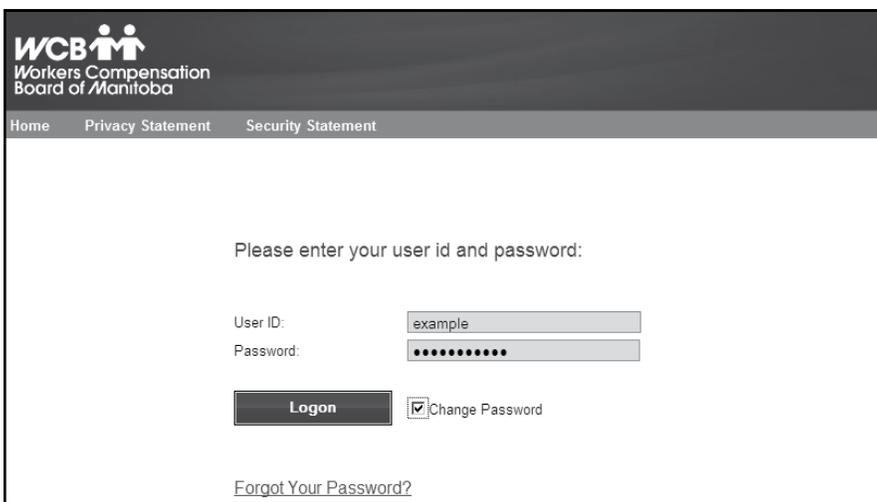
- Change your password. Please refer to the **Changing Your Password** section of this guide.
- Read and agree to the WCB Terms and Conditions. Please read the agreement carefully.

Using the SAFE Work Reports Online System

Changing your Password

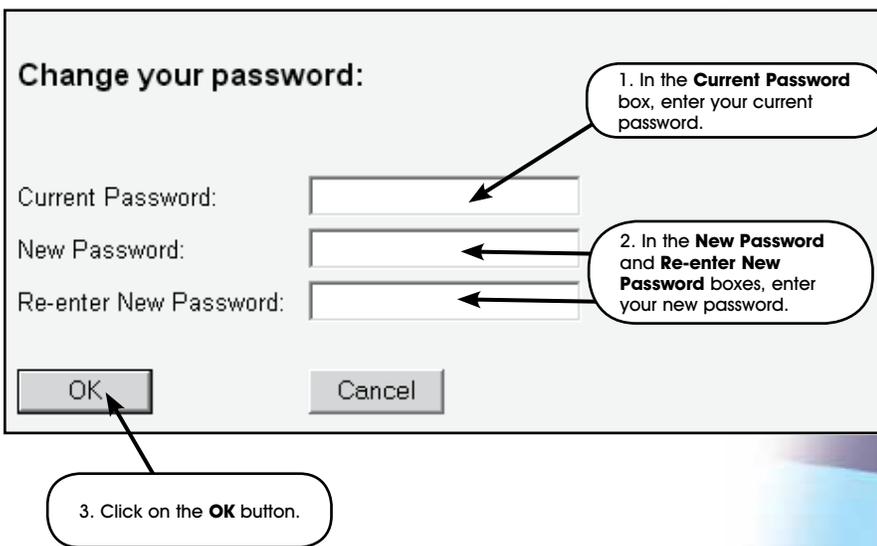
For security purposes, you must change your password on your initial log in and every 12 months afterwards. You can also change your password anytime you want.

To change your password, first enter your User ID and password in the **Log On** screen. Check the **Change Password** box and then click the **Logon** button.



The screenshot shows the WCB Workers Compensation Board of Manitoba login page. At the top, there are links for Home, Privacy Statement, and Security Statement. Below these is a prompt: "Please enter your user id and password:". There are two input fields: "User ID:" with the text "example" and "Password:" with masked characters. Below the fields are a "Logon" button and a checked checkbox labeled "Change Password". At the bottom, there is a link for "Forgot Your Password?".

The **Change Your Password** screen will be displayed.



The screenshot shows a "Change your password:" dialog box. It contains three input fields: "Current Password:", "New Password:", and "Re-enter New Password:". Below the fields are "OK" and "Cancel" buttons. Three callout boxes provide instructions: 1. "1. In the **Current Password** box, enter your current password." (pointing to the first field), 2. "2. In the **New Password** and **Re-enter New Password** boxes, enter your new password." (pointing to the second and third fields), and 3. "3. Click on the **OK** button." (pointing to the OK button).

If you have entered an invalid password, an error message will be displayed at the top of the screen.

Helpful Tips

When you are required to change your password, the **Change Password** screen will be automatically displayed.

Using the SAFE Work Reports Online System

Helpful Tips

The Welcome Page

After log on, the following SAFE Work Reports welcome screen will be displayed:

WCB
Workers Compensation
Board of Manitoba

Online Services Home SAFE Work Reports Home Select Account Getting Started Frequently Asked Questions Log Off

SAFE WORK SPOT THE HAZARD, ASSESS THE RISK, FIND A SAFER WAY EVERYDAY

SAFE Work Reports

Welcome to the SAFE Work Reports Online System.

SAFE Work Reports are a series of reports available to WCB registered workplaces that provide information to help monitor and improve injury prevention and return to work outcomes.

The reports provide current, account specific information, on a number of statistical areas such as:

- Claim Counts
- Injury Rates
- Days Paid
- Costs
- Assessment Rates
- Premiums

In addition to the report(s) currently available, new reports are in development and will be added throughout the year. Our [Getting Started Guide](#) will introduce you to the SAFE Work Reports application and provide the information you need to get started.

Find your [SAFE Work Reports](#) today.

NOTE: All information displayed in the reports is current to the end of the previous month.

Refer to our [Getting Started Guide](#) and [Frequently Asked Questions](#) for detailed information on

For your convenience, you may wish to add the Log On screen to your browser's favourites list.

To select an available account click the "Select Account" link in navigation bar, or the "SAFE Work Reports" link on the welcome page.

Selecting an Account

The "Select Account" window is displayed with a list of available accounts to select.

WCB
Workers Compensation
Board of Manitoba

Online Services Home SAFE Work Reports Home Select Account Getting Started Frequently Asked Questions Log Off

SAFE WORK SPOT THE HAZARD, ASSESS THE RISK, FIND A SAFER WAY EVERYDAY

Select Account

5 matches found.

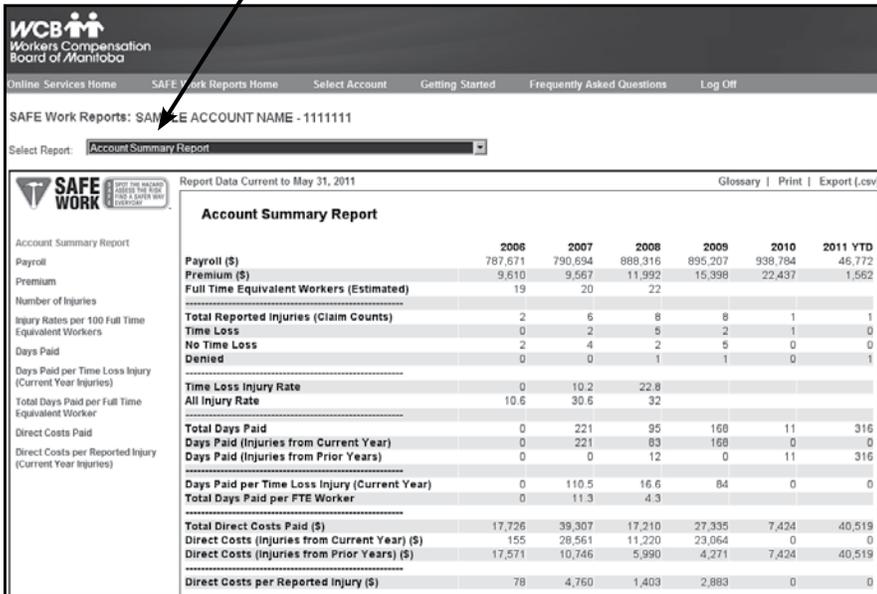
Account Number	Firm Suffix	Account Name	Business Name	Address
1111111		SAMPLE ACCOUNT NAME	FIRST SAMPLE BUSINESS NAME	1234-567 MAIN ST. WINNIPEG, MB R3R 3R3
1111111	AA	SAMPLE ACCOUNT NAME	SECOND SAMPLE BUSINESS NAME	1234-567 SECOND ST. WINNIPEG, MB R3R 3R3
1111111	AB	SAMPLE ACCOUNT NAME	THIRD SAMPLE BUSINESS NAME	1234-567 THIRD ST. WINNIPEG, MB R3R 3R3
1111111	AC	SAMPLE ACCOUNT NAME	FOURTH SAMPLE BUSINESS NAME	1234-567 FOURTH ST. WINNIPEG, MB R3R 3R3
1111111	AD	SAMPLE ACCOUNT NAME		1234-567 LAST ST. WINNIPEG, MB R3R 3R3

Click on the desired account number link to open the "Select Report" page for that account.

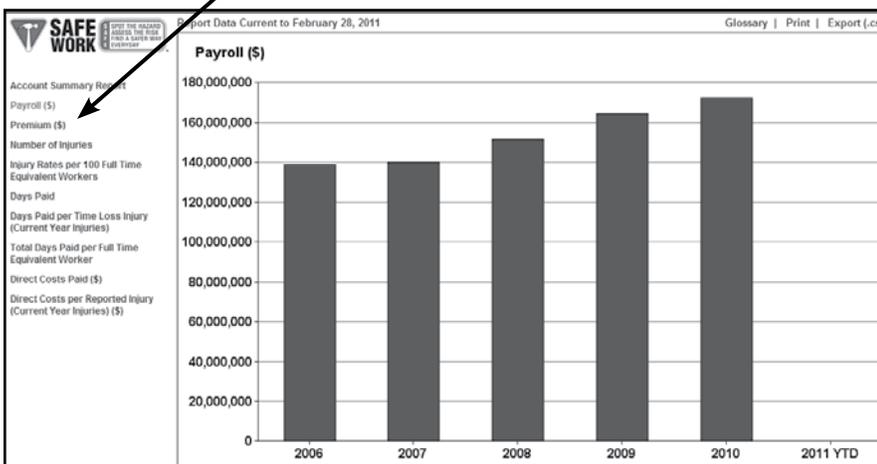
Using the SAFE Work Reports Online System

Selecting a Report and Chart

The "Select Report" window is displayed with the default report selected. You may choose a different report from the drop down menu. The default chart for that report will be displayed in the frame below:



Click on an item from the list on the left side of the screen to display its corresponding chart:

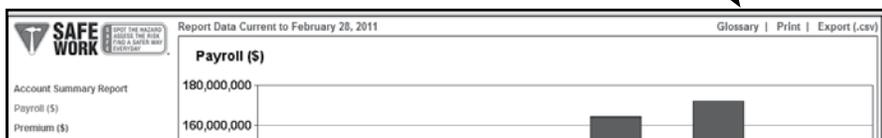


Using the SAFE Work Reports Online System

SAFE Work Reports Features

For your convenience, SAFE Work Reports provides some features including a glossary of terms and phrases, an option to print the currently selected chart, and the ability to export the report's data into a Comma Separated Values (CSV) file.

Click the "Glossary" link for a description of key SAFE Work Report terms:



Print

Glossary of Terms

All Injury Rate:
An estimate of all the injuries that are accepted by the WCB in a calendar year, expressed in terms of 100 full time equivalent (FTE) workers.

The estimate is calculated by dividing the number of time loss and no time loss injuries by the estimated number of FTE workers and then multiplying by 100.

The estimate is considered a "rate" because it applies to a specific unit of time - a calendar year.

Current Year:
The year that the injury originated is the same as the year in which the benefits were paid.

Days Paid:
The number of days of wage loss benefits paid by the WCB.

Days Paid (Injuries from Current Year):
The number of days of wage loss benefits paid by the WCB for injuries that originated in the same year as the payment year.

For example, in 2010, the days paid on injuries from the current year includes the number of days of wage loss benefits the WCB paid in 2010 for injuries that originated in 2010.

Similarly, in 2009, the days paid on injuries from the current year includes the number of days of wage loss benefits the WCB paid in 2009 for injuries that originated in 2009.

Helpful Tips

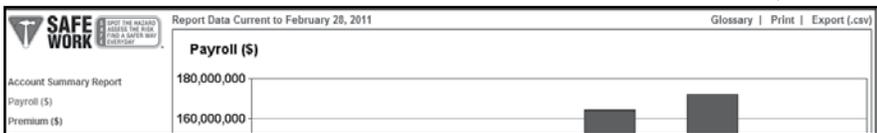
Check the **Glossary** for clarification on specific SAFE Work Reports terms and phrases.

Using the SAFE Work Reports Online System

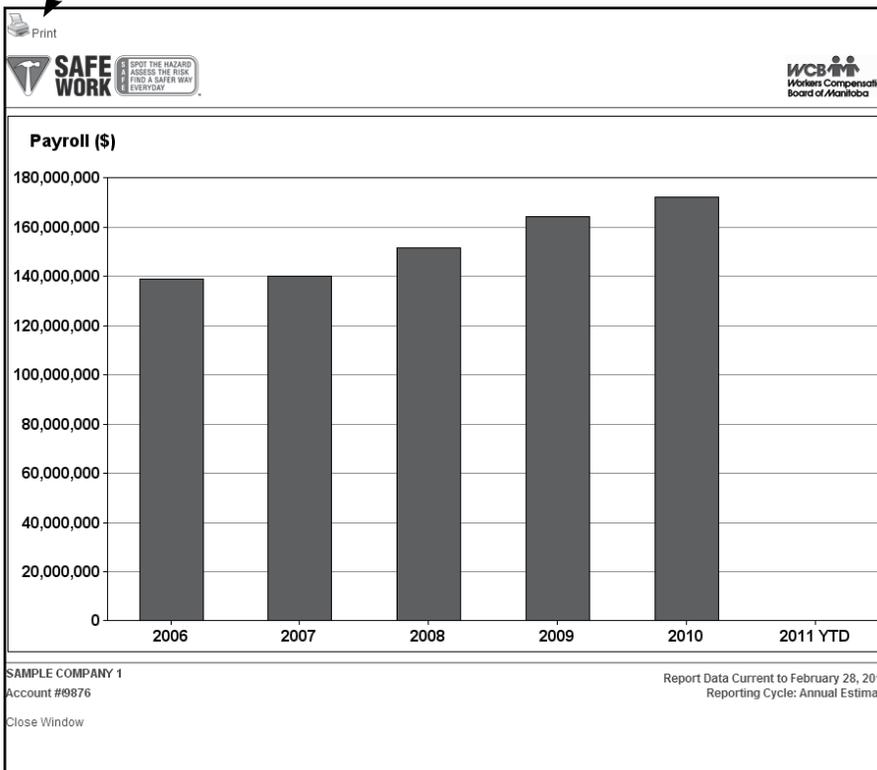
Helpful Tips

Before printing a chart, ensure you have updated your printer settings to print in landscape format.

Click the "Print" link to display a Printer Friendly version of the selected chart:



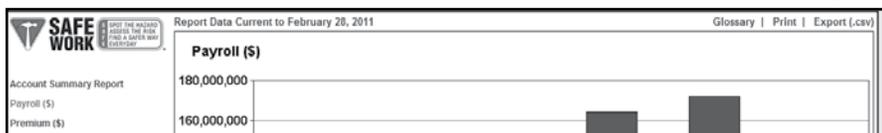
Click the "Print" icon on the top of the page to open a print dialogue box.



It is recommended to change the printer orientation properties on your computer to print in landscape format as opposed to portrait.

Using the SAFE Work Reports Online System

Click the "Export (.csv)" link to open or save the data for the selected report:

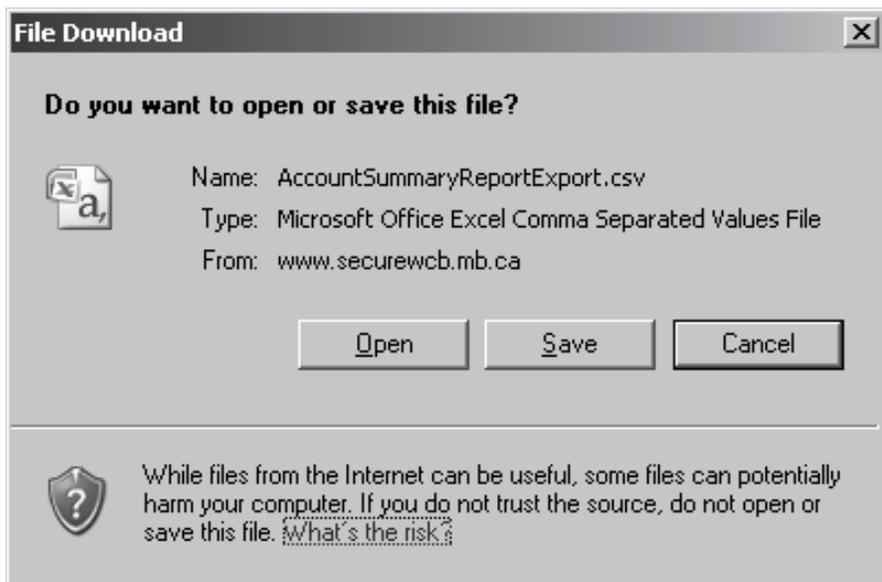


A "File Download" dialogue box will be displayed with three options.

Click "Open" to see data opened on your computer screen:

Click "Save" to save your data:

Click "Cancel" to exit the dialogue box and return to the "Select Report" screen:



Using the SAFE Work Reports Online System

Getting Help

If you have general questions, you may be able to find the answers in the SAFE Work Reports Frequently Asked Questions (FAQ). In fact, it may be helpful to browse through the FAQ before you register to use the system. The FAQ list is accessible at the end of this guide or from within the SAFE Work Reports application on the WCB website (wcb.mb.ca).

If you require more in-depth technical assistance with SAFE Work Reports, please contact the WCB Technical Support Team at 204-954-4803 in Winnipeg or toll free in Canada at 1-866-751-9245. The WCB Technical Support Team is available to assist you from Monday to Friday, 8:00 AM to 7:00 PM (except on statutory holidays).

Helpful Tips

Refer to the SAFE Work Reports Frequently Asked Questions located at the end of this guide or at wcb.mb.ca for answers to common questions about working with the system.



Using the SAFE Work Reports Online System

Frequently Asked Questions (FAQ)

Question:

How do I register for the SAFE Work Reports?

Answer:

The first step to gaining access to the SAFE Work Reports is to become a registered user. For security purposes, there must be only one person in your organization that registers all of the users within your organization. This person will become the Organization Administrator.

When the Organization Administrator phones the WCB Technical Support Team to register your organization's users, they will need the name, phone number and email address of all the users they wish to register. If your firm is a registered employer with the WCB, you will also be asked for:

- The last reported Annual Estimated Payroll
- Your WCB Account Number
- The WCB Industry Code and corresponding rate

To register, phone the WCB Technical Support Team at 204-954-4803 in Winnipeg or toll free at 1-866-751-9245. A WCB Technical Support Team Member will help you register all the users of your organization.

Question:

What are the system requirements for the SAFE Work Reports?

Answer:

The system requirements for WCB's SAFE Work Reports include:

- Microsoft Internet Explorer 8.0 (128-bit encryption version)
- JavaScript enabled on your web browser
- Cookies enabled on your web browser
- Internet Account
- 800 x 600 display resolution, 1024 x 768 display resolution recommended

If your computer system does not meet any of the above requirements, a screen is displayed when you log on information you of the minimum criteria and a list of messages that describe what part of your system does not meet the requirements.

While there is no minimum Internet connection speed required, faster connection speeds will provide better performance.



Using the SAFE Work Reports Online System

Question:

When can I use the SAFE Work Reports?

Answer:

WCB'S SAFE Work Reports is available to you 24 hours a day, seven days a week. The WCB Technical Support Team is available to assist you from Monday to Friday, 8:00 AM to 7:00 PM (except on statutory holidays). System and support availability is subject to change.

Question:

I can't log into the SAFE Work Reports. What can I do?

Answer:

Contact the WCB Technical Support Team at 204-954-4803 in Winnipeg or toll free at 1-866-751-9245.

Question:

How often do I have to change my password and how do I do it?

Answer:

For security purposes, you must change your password on your initial log on and every 12 month afterwards. You can also change your password anytime you want. Changing your password is a very simple process.

To change your password:

1. Check the Change Password box on the Log On screen and a Change Your Password screen will be displayed (When you are required to change your password the Change Password screen will automatically be displayed).
2. In the Current Password field, enter your current password.
3. In the New Password and Re-enter New Password fields, enter your new password. If you have entered an invalid password, an error message is displayed at the top of the screen.

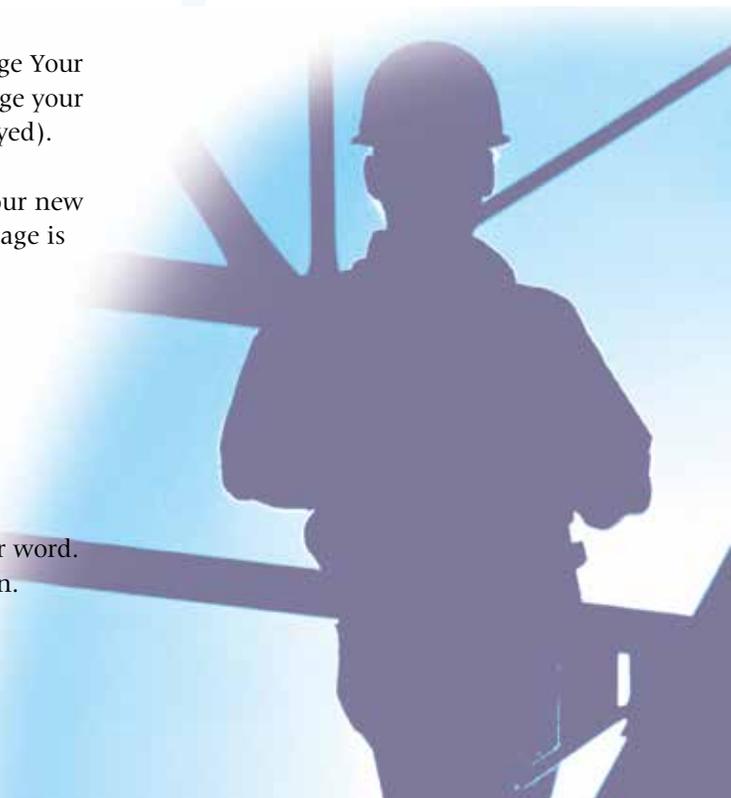
Question:

What passwords can I use?

Answer:

Use unusual passwords. Never use familiar names like those of your children or company.

- Your initial password will be a randomly generated, 6-character word.
- You must change your initial password the first time you log in.



Using the SAFE Work Reports Online System

The following list contains the password rules for the WCB Online Services:

Your password:

- Must be between six and 16 characters and must be different from the previous four passwords you have used.
- Can be of mixed case and contain special characters.
- Must contain a combination of at least two alphabetic, numeric or special characters.

It cannot:

- Be equal to patterns of six keys in a row on the keyboard (e.g., qwerty or asdfgh) or their shift representations.
- Contain more than three identical consecutive characters in any position from the previous password.
- Contain more than two consecutive identical characters.
- Be a licence plate number or postal code format.

Question:

Why can't I see all of the information on the screen?

Answer:

If the screen shows scroll bars, you may need to scroll up or down to view the remaining data.

Question:

Why can't I print all the information on the screen?

Answer:

You may need to adjust your page setup. Try changing the orientation to landscape setting.

