



The Compliance Self-Evaluator helps you understand your responsibilities:

- when a work-related injury/illness occurs
- when a worker is returning to work
- for paying premiums
- in reporting payroll information to the WCB
- in hiring contractors
- by identifying and addressing shortcomings to meet legislated requirements

Under *The Workers Compensation Act*, employers have a number of responsibilities when an injury occurs. These include recording, reporting and managing the worker's Return to Work.

Employers fund the WCB system through premiums and are responsible for reporting payroll information and paying premiums for WCB coverage.

Use the checklist to determine if you are following the law.



Reporting Workplace Injuries

Employers are responsible for reporting workplace injuries within five (5) business days of becoming aware that an injury has occurred. The faster information is shared about workplace injuries, the quicker benefit entitlement decisions and benefit payments can occur. This allows workers to focus on recovery and meaningful Return to Work.

Did you know:

There are several ways to report workplace injuries to the WCB, including by phone, online, mail or by fax. Using the online and phone method will help ensure the completeness of the information you provide. If you prefer to submit by mail or fax, the Employer Incident Report form is available on our website and the WCB is here to help if you need assistance completing the form.

Do you:

Ensure your workers know who to contact at your workplace if an injury occurs and that they must report the incident to that person immediately

YES NO UNCERTAIN

Submit an Employer Incident Report to the WCB when an injury requires medical treatment, time loss from work or when the worker says he/she is unable to perform their regular duties as a result of the incident.

YES NO UNCERTAIN

Submit an Employer Incident Report to the WCB within five (5) business days of becoming aware of an injury

YES NO UNCERTAIN

Worker Entitlement

You are required to pay the injured worker for their full shift on the day of the injury, not just up to the time of their injury. You may not deduct these wages from the worker's sick pay or any other entitlement.

In addition, employers are responsible to ensure the injured worker is transported to a facility to receive healthcare attention if required.

Did you know:

- The WCB is responsible for all healthcare payments for work-related injuries/illnesses. These include fees such as physician, chiropractic, physiotherapy, dental, vision and prescription coverage.
- Employers fund WCB through premiums. You cannot cover the cost of premiums by making deductions from your workers' wages.
- Employers cannot discourage or impede a worker from reporting an injury to the WCB.
- Misreporting occurs when an employer:
 - Knowingly reports a time loss injury as a no time loss injury
 - Reports less time than was actually lost
 - Fails to report a change in an injured worker's condition that results in lost earnings.

Do you:

Pay the injured worker their full wages for the day the injury occurred without making a deduction from their sick pay or other benefit?

YES NO UNCERTAIN

Transport or permit the transport of the injured worker to a facility to receive appropriate healthcare attention?

YES NO UNCERTAIN

Encourage the worker to submit a claim to the WCB when an injury occurs?

YES NO UNCERTAIN

Guarantee not to make agreements with an injured worker to waive or forego WCB entitlements?

YES NO UNCERTAIN

Ensure your workers are not punished for making a claim or receiving compensation.

YES NO UNCERTAIN

Managing Return to Work

As an employer, **managing a Return to Work program** benefits you and your injured worker.

Offering modified or alternate work in keeping with the work restrictions set out by the treating healthcare provider enables the injured worker to safely Return to Work at the earliest opportunity and reduces claim costs.

Do you:

Offer to employ the injured worker in the position they held at the time the injury occurred if they are medically able to perform the job or, offer an alternate position?*

YES NO UNCERTAIN

Notify the WCB when an injured worker returns to work?

YES NO UNCERTAIN

** The obligation to re-employ legally applies to employers with 25 or more full time or regular part time workers and if the injured worker was employed for at least 12 continuous months before the injury or illness. However, all employers are encouraged to manage a Return to Work program.*

Reporting Payroll and Paying Premiums

Employers must **register with the WCB** when employing a worker.

Employers must provide accurate information to the WCB about their business operations. The WCB assigns the **appropriate industry** for the account.

Employers must keep a record of the wages earned by employees, including the name, dates and times worked and wages earned.

Employers must **report payroll information** to the WCB by the end of February each year. This includes the actual payroll for the prior year and an estimate for the current year.

The payroll information supplied to the WCB must be accurate. The payroll reported must represent all workers including casual, part time and full time staff. Often you must include amounts paid to contract workers – confirm with the WCB if this applies to you. Include wages of family members that work for the business (unless you are farming and have not requested coverage). To learn more, read the **Assessable Payroll Fact Sheet** or **contact the WCB**.

Employers must **pay their premium** by the due date specified on their Account Statement.

Employers are liable for the entire WCB premium and cannot deduct any amount from workers' wages to cover the premium.

When hiring contractors, employers must ensure the contractors are in good standing with the WCB. Employers can **request clearances** from the WCB to check on the contractor status.

Do you:

Maintain an active registration with the WCB while employing workers?

YES NO UNCERTAIN

Provide accurate information to the WCB about your business operations?

YES NO UNCERTAIN

Maintain a record of all employee wages, including the worker name, dates worked and wages earned?

YES NO UNCERTAIN

Provide the WCB with your actual prior year payroll and current year estimated payroll by the end of February each year?

YES NO UNCERTAIN

Submit accurate payroll information?

YES NO UNCERTAIN

Pay your premiums by the due date?

YES NO UNCERTAIN

Ensure that no deductions from workers' wages are made to cover WCB premiums?

YES NO UNCERTAIN

Check that the contractors you hire are in good standing with the WCB?

YES NO UNCERTAIN



Congratulations! If you answered “Yes” to all the questions listed throughout this Self-Evaluator, you appear to be meeting many of the key responsibilities under *The Workers Compensation Act*. If you answered “No” or “Uncertain”, you have identified an area that needs improvement. **Compliance Services** staff are available to help you achieve success.

Contact us at:

Phone: 204-888-8081
Toll free in Canada: 1-844-888-8081
Email: Compliance@wcb.mb.ca

Failure to ensure you are compliant in all aspects may result in a financial penalty.

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