

# EMPLOYER INFORMATION & PROCEDURE FOR WORKSAFEBC CLAIMS



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## What forms need to be completed?

### Form 7 – Employer’s Report of Injury or Occupational Disease

To comply with legislation, incidents and injuries must be reported using the Employer’s Report of Injury or Occupational Disease (Form 7). This form reports the incident or injury to WorkSafeBC. It must be completed **within three business days** of the injury's occurrence or within three business days of when you first became aware of the injury.

Form 7 needs to be completed if the employee loses time from work and/or seeks medical attention. If the employee does not seek medical attention and does not lose time, a Form 7 does not need to be submitted to WorkSafeBC. Supervisors do have to record the injury/incident in the event a claim is made at a later date. In such cases, a Form 7 can be completed and kept on file in the work unit to record the event in case the employee incurs time loss or seeks medical attention at a future date.

### Form 6 – Application for Compensation and Report Injury or Occupational Disease

This form is completed and submitted by the employee when they have missed work (time loss) or by calling Teleclaim at 1 888 WORKERS (1 888 967-5377).

### Form 6A – Worker’s Report of Injury or Occupational Disease to Employer

On request of the employer, employee may complete this form to provide the employer with particulars of the injury or occupational disease. This form is not submitted to WorkSafeBC, but rather kept for ministry records.

### PSC 38 – Incident Investigation

Supervisors are responsible for ensuring incidents that resulted in injury to a worker requiring medical treatment, or an incident that had a potential for causing serious injury to a worker are investigated jointly with the union and reported using the PSC 38. Refer to an Occupational Safety Specialist for assistance with the investigation.

## Where to find the Form 7 - Employer’s Report of Injury or Occupational Disease and how to submit it

Ministries and agencies using TSS Payroll Services are required to use a pre-filled WorkSafeBC Form 7 and send the form directly to TSS at [TSS.Pay.AcctDisBen@TELUS.com](mailto:TSS.Pay.AcctDisBen@TELUS.com), not to WorkSafeBC.

### Where to find the Form 7

Pre-filled forms are available at [MyHR](#). If you cannot locate the appropriate pre-filled form for your ministry or agency, or have concerns about the claim and its potential acceptance, or discrepancies, contact [AskMyHR](#) and ask to be directed to a Corporate Advisor in Workplace Health and Safety for advice and assistance.

## How to fill out the Form 7

When completing the Form 7, the supervisor/manager will need to:

- **If the employee loses time from work**
  - complete the form up to question 26
  - complete questions 31, 32, 34, 35, 36, 39, 40,41 and 42
  - sign the form
  - scan the form to a PDF format and e-mail to [TSS.Pay.AcctDisBen@TELUS.com](mailto:TSS.Pay.AcctDisBen@TELUS.com)
  - disregard instructions #1, 2, and 3 at the top of the form to fax or mail the form directly to WorkSafeBC. **DO NOT SEND THE FORM 7 DIRECTLY TO WORKSAFEBC.** Payroll Services (TSS) will complete the payroll information and forward the report to WorkSafeBC on your behalf.
- **If the employee loses time from work or seeks medical attention**
  - complete the form up to question 26 only and sign the form
  - scan and e-mail the form to payroll as noted above
- **If the employee does not seek medical attention and does not lose time from work**
  - complete the form up to question 26 only and sign the form
  - keep it on file instead of submitting it; it will serve as record if a claim is made at a later date.

## Time and Leave Management Entries

- All Time and Leave Management System entries, leave forms, and time sheets must be submitted and entered in a timely manner in order to comply with current Canada Revenue Agency (CRA) regulations.
- This CRA directive, effective January 1, 2000, instructs that employees must be paid using the appropriate WCB codes while they are currently absent due to a claim. The anticipated WorkSafeBC amount is not taxable. This results in an employee's net pay being maintained even before a WorkSafeBC decision is made. If the claim is subsequently declined, adjustments are made to pay STIIP (which is taxable) instead of WCB (non-taxable).
- CRA will not allow the processing of any retroactive claims.
- For those organizations where the exception is that employees are still required to complete timesheets, employees should complete them as though they remained at work, clearly indicating WCB time off and noting any applicable adds-to-pay.
- All Time and Leave employees should have their day of injury entered by the Timekeeper/Approver using the "WCB Day of Injury" Time Reporting Code. As the employer is responsible for paying the full day of injury, the full shift hours should be entered.
- For regular employees and auxiliaries with benefits, entries should be made via the Time and Leave Management System using the "WCB Related Absence" leave code. If the WorkSafeBC claim is ultimately declined the entry will automatically revert to trigger the payment of STIIP. This assumes that the manager is in agreement with, and is approving, paying STIIP if the WorkSafeBC claim is declined. See next bullet if the manager does not agree with paying STIIP.

- For regular employees and auxiliaries with benefits, where the manager has concerns with the entry automatically reverting to STIIP if the WorkSafeBC claim is denied, entries should be made via the Time and Leave Management System using the “WCB Related LWOP” leave code. This will deduct the appropriate number of hours from the pay cheque
- Employees may have had a Long Term Disability (LTD) claim for an illness/injury which may now be closed but they will have a six-month LTD successive disabilities period after the claim closes. Employees who are in their LTD successive disability period and who have a WorkSafeBC injury/incident should still have the absence entered as “Successive Disability LWOP” via the Time and Leave Management System.
- For auxiliary employees without benefits, entries should be made via the Time and Leave Management System using the “WCB Related LWOP” leave code. This will deduct the appropriate number of hours from the pay cheque and these employees will be paid directly from WorkSafeBC if the claim is accepted.
- In order to comply with the BCGEU contract, calculations are done to ensure an employee’s net pay is maintained. In order for this to be accurate, Payroll Services must be aware of all adds-to-pay that are known and scheduled. Adds-to-pay (for example shift premium) should be “Unapproved” in Time and Leave Management System, or written in on Timesheets.
- Notify TSS Payroll [TSS.Pay.AcctDisBen@TELUS.com](mailto:TSS.Pay.AcctDisBen@TELUS.com) when there is a full return to work.

## Frequently Asked Questions

### **How do I know if a Form 7 needs to be completed?**

Supervisors are required by law to complete WorkSafeBC forms whenever incidents or injuries occur, even if they seem minor. If an employee has a work-related injury or disease and gets medical treatment from a doctor or other qualified practitioner, as the supervisor, you must report the incident. You may also receive a request to complete a Form 7 even if there was no time loss, as the claim may have been initiated for medical expenses only.

### **What needs to be done if an employee does not wish to pursue a claim?**

Employee must notify WorkSafeBC by calling Teleclaim at 1 888 WORKERS (1 888 967-5377). Until WorkSafeBC has been notified of a withdrawal, the supervisor will be expected to provide a completed Form 7. In this circumstance the supervisor will still have to complete the Form 7 and keep the form for the Ministry records in the event a claim is made at a later date.

For more information visit [MyHR](#) or WorkSafeBC website at [www.worksafebc.com](http://www.worksafebc.com)