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Date: Nov. 12, 2009

To: To all BCGEU Component 5 members working for the LDB

Injured at work? Tips to make a WCB claim or appeal

WORK-RELATED INJURIES or illnesses can occur in your unionized work place. The Workers' Compensation Act sets out the legislation for providing compensation to employees who suffer a work-related injury or illness.

This information sheet outlines the basic steps to make a WCB claim, or to file an appeal if your application was denied by WCB. If you suffer a work-related injury or illness, here's what to do.

1. Report the injury

Report the injury to your liquor store supervisor or manager immediately and file an incident report in the store safety book. Seek immediate medical treatment from the local workplace Occupational First Aid Attendant (if available). If you do not have one, contact your store supervisor or manager before leaving the liquor store.

NOTE: the store supervisor or manager will require you to complete a *Worker's Report of Injury or Occupational Disease to Employer* (Form 6A), as soon as you are able. The law requires this.

2. Obtain medical treatment

Obtain additional medical attention as soon as possible preferably from your medical practitioner or caregiver. Always indicate that you are there because of a WCB injury. Give good

detailed information consistently and report to the employer.

3. Register a claim

Report the injury to the WCB. You can do this by telephone, 604-231-8888, to a WCB office, although the union prefers that you complete an application for compensation and occupational disease). If you are unsure whether or not the injury is work-related, further information is available from the WCB.

Fill in a *WCB Application for Compensation and Report of Injury or Occupational Disease* (Form 6) and send it to the WCB. This form can be obtained from the WCB website at www.worksafebc.com.

A WCB officer will determine whether or not your claim is accepted based on a review of all the facts of the case as well as medical evidence. The WCB will send you a decision letter if your claim has been accepted or not.

4. How to appeal a WCB decision letter

To appeal a WCB decision letter, you must contact your BCGEU area office as soon as possible, as there are legislated time periods with respect to appeals. There are 90 days to file a WCB decision to the first level of appeal, the Review Division. If the employer appeals a decision, you will get a *Notice of Participation* form. There is a two week

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timeline to register your participation, therefore you must contact the union as soon as possible. A BCGEU staff representative will handle your appeal for you. This is a service the union provides to our members.

5. WCB claims and LTD

The Long Term Disability benefit plan (LTD) continues for employees who are ill or injured on an approved claim.

The plan contains provisions for employees who are absent on a WCB claim.

For example, employees with accepted WCB claims who are eligible for sick leave remain on pay during the sick leave period and receive

their WCB wage loss benefits through the payroll system.

This allows employees to maintain other paid benefit coverage (e.g. extended health and dental, group life insurance) while absent on a WCB claim.

Appendix 4, LTD Article 2.6 of the BCGEU public service agreement states that LTD benefits are integrated with WCB benefits.

In most cases, WCB compensation is greater than sick leave or LTD compensation, so you receive only the WCB amount. For further information, consult with your shop steward, your collective agreement or the BCGEU website at www.bcgeu.com.