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Injured Worker Checklist

- Get medical attention.
- Tell your healthcare provider you were hurt at work and ask them to send your medical reports to the WSCC.
- Tell your employer you are hurt.
- Fill out the *WSCC Claim: Worker's Report of Injury* form.
- Make sure you answer all applicable questions.
- Send the form to the WSCC as soon as possible.
- Ask your employer to send the *WSCC Claim: Employer's Report of Injury* form to the WSCC within 3 days of the incident (as per legislation).
- Write down all medical treatment you receive related to your incident (i.e. doctor appointments, x-rays, physiotherapy, etc.).
- If you need help or have questions, call the WSCC (in Yellowknife) at 1-800-661-0792 or (in Iqaluit) at 1-877-404-4407.

If I get hurt at work, what does the WSCC do?

The WSCC gets involved once it is notified of your workplace incident. If you get hurt at work, you must complete the *WSCC Claim: Worker's Report of Injury* form. Your employer must complete the *WSCC Claim: Employer's Report of Injury* form.

The WSCC reviews your claim. When a claim is accepted, the WSCC may do one or more of the following:

- pay you part of your salary or wage;
- pay for medical treatment you need;
- help you get ready to return to work; and/or
- pay you a pension if you have a permanent disability.

What is the Claims Process?

The claims process determines what benefits you are entitled to get from the WSCC when you are injured at work.

Benefits are:

- compensation for wages lost while you recover from a work injury;
- medical care and other non-monetary benefits;
- permanent disability awards (pensions); and
- other services like help to return to work, prescriptions, and out-of-pocket expenses.

The claims process has 4 steps:

- 1 **Information Gathering:** your claim is filed with the WSCC.
- 2 **Claim Entitlement:** the WSCC makes a decision on your claim.

- advise your WSCC adjudicator or case manager of any situation, or other medical conditions, that might affect your return to work;
- talk about your progress, expected return to work date, and if necessary, suitable work options with your employer on a regular basis;
- let your WSCC adjudicator or case manager know when your healthcare provider tells you that you can to return to work; and
- tell your WSCC adjudicator or case manager if you leave the territory, move out of the territory, or change your contact information.

- your employment status (permanent full-time, permanent part-time, or non-permanent);
- your work schedule;
- the start and end dates of your season or contract; and
- your employment history.

If you have more questions about how much money you get, please contact your WSCC adjudicator or case manager.

How do I get paid?

There are three ways:

- 1 by cheque in the mail;
- 2 by direct deposit into your bank account; or
- 3 by cheque for pick-up at the WSCC Head Office (5th Floor, Centre Square Tower, Yellowknife, NT).

What does *Return to Work (RTW)* mean?

RTW is a process that helps get injured workers back to suitable work as soon as medically possible, and as safely as possible. It takes a team effort of workers, employers, healthcare providers, and the WSCC working together toward this common goal.

What is considered suitable work?

Suitable work is:

- work you can do (and that is within your functional abilities);
- work you already have the skills to do, or can be safely trained to do;
- work that does not pose a health or safety risk to you or your co-workers; and
- work that restores your pre-injury earnings, where possible.

<p>Worker Con't</p>	<ul style="list-style-type: none">• Help employer identify suitable and available work, consistent with their functional abilities and, where possible, restores pre-injury earnings.• Inform healthcare provider of available suitable work.• Accept suitable work when identified.• Provide WSCC with information on their RTW plan.
<p>Employer</p>	<ul style="list-style-type: none">• Contact worker as soon as possible after the injury happens.• Complete and submit a <i>WSCC Claim: Employer's Report of Injury</i> form.• Stay in touch with worker throughout the recovery period.• Provide suitable work, consistent with worker's

**Union
(when
applicable)**

- Help employer, worker, and WSCC identify suitable work.
- Help employer, worker, and WSCC identify temporary and, where required, permanent accommodation measures.
- Support reasonable re-employment or accommodation offers.

4 Find Suitable Work

- Employer offers suitable work.
- Worker accepts suitable work.

5 Maintain Contact

- If worker can't go back to work immediately, employer and worker hold regular scheduled meetings to discuss recovery.

6 Check In

- Worker returns to work and starts the suitable work.
- Worker and employer meet regularly to discuss progress.
- Worker's recovery is monitored and evaluated by healthcare providers.

7a Success

- Worker is fully recovered.
- Worker returns to pre-injury work.

7b Further Evaluation

- Worker is not fully recovered.
- Worker undergoes further medical evaluation.

and/or suitable work. Some workers are even able to return to all of their regular work duties full time, before they are completely recovered from their injury.

What is a RTW plan?

A RTW plan helps get injured workers back to suitable work as soon as medically possible, and as safely as possible.

Who develops the RTW plan?

A RTW plan is a team effort involving you, your employer, your healthcare providers, and the WSCC. The plan varies worker to worker and takes into consideration the type of injury, the recovery process, and the available suitable work.

What are some of the RTW options?

The most common RTW options are:

- **Modified Duties** - These duties may include, but are not limited to, your regular duties. Modified duties usually require less physical

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- work that restores your pre-injury earnings, where possible.

Do I have to accept the suitable work if my employer offers it?

If you choose to refuse the suitable work, you need to give reasons why. The WSCC will consider your reasons. If the WSCC disagrees with your reasons and believes the work is reasonable, you will be expected to return to work. If you still choose not to accept the work, your benefits could be suspended or terminated.

Will I get paid my regular wages during my RTW plan?

It depends. Your employer might pay your regular wages. If so, the WSCC will not pay you wage loss payments. If your employer is unable to pay your regular wages while you are performing the suitable work, the WSCC will pay you temporary partial disability (TPD) benefits. TPD benefits are based on the amount your employer pays you for the suitable work you're doing and the amount the WSCC would have paid you if you were totally disabled from working. TPD benefits are subject to the Year's Maximum Insurable Remuneration (YMIR).



What are my worker rights?

Right to Know – You have the right to know about unsafe materials and machinery. You also have the right to be trained on how to do your job safely.

Right to Participate – You have the right to participate in workplace safety and report any unsafe work practices or conditions you see.

Right to Refuse – You have the legal right to refuse unsafe work practices or conditions.

Appointment Manager

- Appointment type:** Medical
 Employer
 WSCC

Contact Person: _____

Appointment Date: _____

Appointment Time: _____

Location: _____

Notes: _____

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