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safety & care

Registering a Business with the WSCC



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Who needs to register?

All employers doing business in the Northwest Territories (NWT) and Nunavut, even temporarily, **MUST** register with the Workers' Safety and Compensation Commission (WSCC). You must register within 10 days of starting operations in the NWT or Nunavut **even** if your local workers' compensation body advises you they will extend coverage.

You need to register if you:

- have employees working in the NWT or Nunavut;
- hire contractors or sub-contractors to work in the NWT or Nunavut;
- need a *Certificate of Compliance* for a city or hamlet business license; or
- are a start-up, bidding, or self-employed account and require clearances or personal optional coverage (POC).

Why is it important to register?

It is the law!

The WSCC provides a form of collective liability, which is common across the insurance industry. This means all employers, across an industry subclass, share the risk. Registering and paying assessments to the WSCC protects your company against lawsuits from injured workers. If a worker is injured or contracts an occupational disease while on the job, the WSCC covers the worker's medical and wage-loss costs.

Is coverage automatic when I register?

Start-up, bidding, and self-employed accounts without POC registering to receive a WSCC account number do not have any coverage under the *Acts*.

As an executive officer, registered director, partner, or business owner, you are not automatically covered for work related injuries, or protected from lawsuits by injured workers. To obtain protection under the *Acts*, you can apply for POC, which provides you the same protection as your workers.

Do I register if I don't employ workers?

Yes, if you:

- are self-employed and want POC (expires December 31 each year);
- are bidding on contracts in the NWT or Nunavut;
- require a *Certificate of Compliance* (NU only); or
- hire contractors or sub-contractors and are requesting a *Letter of Good Standing* to ensure they are registered.

How do I register?

To register with the WSCC, fill out a *New Employer Account Registration* form, available on our website, or call 1-800-661-0792 to have the form sent to you.



Step 1

Complete the *New Employer Account Registration* form, and *Clearance Request* form if applicable (see our website for more information on clearances).

Step 2

Submit your application by fax or email to our office within 10 days of your operation start-up.

If your company is incorporated, you must provide a copy of your incorporation certificate with your application.

We will process your registration within three business days of receiving all necessary information.

Step 3

You will receive the following documents once your registration is complete:

- Welcome letter;
- *Letter of Good Standing* (if contracts awarded);
- *Certificate of Compliance* (Nunavut only); and
- *Clearance for Bidding* letter (if applicable).

How much will I pay?

The WSCC assigns employers subclasses based on the business they conduct in the NWT or Nunavut. The WSCC calculates employer's annual assessments using the formula:

$$\frac{\text{Assessable Payroll}}{100} \times \text{Industry Classification Rate} = \text{Employer Assessment Rate}$$

Registered start-up, bidding, and self-employed accounts without POC pay an administrative fee.