

For employers: preparing an appeal

You may appeal a Saskatchewan Workers' Compensation Board (WCB) decision about your employer account or a claim.

This guide explains how to prepare and submit an appeal. For more information about the WCB appeal process, see the [WCB employer appeals process chart](#).

If you have questions about employer appeals or need help preparing an appeal, contact the [Employer Advisory Centre \(EAC\)](#).

1. Talk to the original decision-maker

If you do not understand or agree with a decision, you should first contact the person who made it.

Talking with the decision-maker may help you better understand the decision and the reasons for it. It also gives you an opportunity to ask questions and discuss any concerns you have about the decision.

If you have additional information that you did not previously provide, you can share it with the decision-maker. This information may lead the decision-maker to reconsider the original decision.

If you are still not satisfied after speaking with the decision-maker, you can proceed with a formal appeal.

2. Identify why you are appealing

When you appeal, you must explain why you disagree with the WCB decision.

To do this, identify the parts of the decision you disagree with and why. Clearly defining the issue will help focus your appeal and make it easier to identify policies, procedures and evidence that support your position.

Examples of appealable issues include:

- You disagree that the worker's injury arose out of and in the course of employment.
- You believe the worker's condition is not, or is no longer, related to the workplace injury.

- You disagree with a decision to deny cost relief or believe you should receive additional cost relief.
- You disagree with a decision requiring your firm to register with the WCB.
- You disagree with your industry classification.

The EAC can help you determine whether you have an appealable issue and whether an appeal is worth pursuing. If you are unsure whether you can appeal your concern, contact the EAC for guidance.

3. Request relevant documents

Depending on the issue you plan to appeal, you may find it helpful to request relevant documents.

For appeals involving injury claim decisions, section 174 of [The Workers' Compensation Act, 2013](#) allows employers to request copies of certain claim file documents used by the WCB to make a decision. When making a request, clearly identify the issue under appeal so the WCB can determine which documents are relevant.

Reviewing claim file documents can help you understand the information considered by the decision-maker and identify what to include in your appeal. Access to relevant documents can also help you better understand the case and prepare a stronger appeal.

To request copies of relevant worker claim file documents, complete one of the following forms:

- [Employer's Request for Copy of Relevant Records in File](#), or
- [Employer Representative's Request for Copy of Relevant Records in File\(s\)](#), if you are acting on behalf of an employer.

For appeals involving employer account decisions, you may request access to relevant employer account information. This information may be helpful when appealing an assessment, classification or experience rating decision. To obtain employer account information, contact the WCB's [Employer Services department](#).

If you already have the information you need, you may not need to request claim file documents or employer account information. In those cases, you can proceed with preparing and submitting your appeal or reconsideration request.

Contact the EAC if you need help deciding whether additional documents would support your appeal or if you need assistance completing a records request form.

4. Prepare your appeal arguments

Once you have identified the issue you want to appeal and gathered any relevant information, you are ready to prepare your appeal arguments.

The Workers' Compensation Act, 2013 governs the WCB. If you believe the decision conflicts with the Act, identify the relevant section and explain why.

The WCB's Operations, Appeals and Employer Services departments, and the Assessment Committee must also follow WCB policies and procedures. If a policy or procedure supports your position, include the relevant section in your appeal.

Although the Board Appeal Tribunal is not bound by WCB policies and procedures, you should still identify any policy or procedure that is relevant to the issue under appeal.

Reviewing the Act and relevant policies and procedures can help you understand what information may be important to your appeal. A strong appeal explains:

- The facts that support your position.
- How those facts relate to the Act.
- How those facts relate to relevant WCB policies and procedures.

Visit the [WCB website](http://wcbsask.com) to review the latest versions of *The Workers' Compensation Act, 2013* and the WCB's policies and procedures.

If specific documents or timeline issues support your position, include them in your appeal. Clearly explain how they relate to the issue you are appealing.

When referring to a document in a claim file, either:

- Identify the document by date and description (for example, January 1, 2026, letter from Dr. Smith), or
- Attach a copy of the document to your submission.

Doing this makes it easier for the WCB to locate and review the document.



Contact the EAC if you need help identifying relevant sections of the Act, applicable WCB policies and procedures, or information that may support your appeal.

5. Submit your appeal

You must submit all appeals and reconsideration requests to the WCB in writing.

Include the following information in your appeal:

- The worker's name and WCB claim number (for injury claim appeals only).
- The decision you are appealing, including the date of the decision and the decision-maker's name.
- Why you disagree with the decision.
- How you believe the WCB should resolve the issue.
- Any other information that supports your position.

Be as specific as possible when explaining why you disagree with the decision and how you believe the WCB should resolve it.

We have included a sample appeal form at the end of this document. If you submit your appeal through your online WCB account, the system will ask you to provide the same information.

Contact

If you have questions about employer appeals or need help preparing an appeal, contact the Employer Advisory Centre (EAC).

Employer Advisory Centre

Toll free: 1.833.822.5607

Email: contact@saskemployeradvisory.ca



Sample Employer Appeal Form

1. EMPLOYER INFORMATION

Employer firm number
_____Employer name

Employer contact

Name: _____ Phone: _____

Email: _____

2. CLAIM INFORMATION (if applicable)

WCB claim number
_____Worker name

3. APPEAL INFORMATION

Claim decision you are questioning:

Include the date of the decision and the name of the person who made it.

Why you disagree with the decision:

Explain why you disagree with the decision, or part of the decision. Be as specific as possible. What do you think the decision-maker got wrong?

Include references to *The Workers' Compensation Act, 2013* and any WCB policies or procedures that apply to your appeal. Were any policies or procedures not followed? Were there policies or procedures that the WCB should have considered but did not?

If specific documents support your position, refer to them by date and title, or attach copies to your appeal submission.

How you think we should resolve the issue:

Describe the outcome you are seeking and when you would like it to take effect. Be as specific as possible.

Any other information that supports your position:

Include any other information you would like the WCB to consider when reviewing your appeal. Is there information you believe the WCB overlooked? Are there other relevant facts that you have not included in the reasons for your appeal?