

The WCB employer appeals process

wcb Saskatchewan Workers' Compensation Board

As an employer, you have the right to appeal an injury claim decision or a decision on your employer account. These are the two aspects to an employer appeal.

For more information, visit wcbsask.com/employer-appeals

Appealing an injury claim decision

The WCB must make a decision at each step of the appeal process before you can move to the next step.

1 STEP 1: Initial review

Contact the WCB staff member who made the initial decision on the worker's claim so they can explain the decision and answer your questions. Provide any new information that could affect the decision so the WCB can reconsider it.

You must make all appeals (steps 2 and 3) in writing and include:

- the worker's name
- the WCB claim number
- the decision you are questioning (including date and decision-maker)
- why you disagree with the decision
- how you think the WCB should resolve the decision
- any other information to support your position

2 STEP 2: Appeals department

Now you can appeal to the appeals department, which is independent of operations. Send your appeal by email, file it online or send it in writing by mail addressed to the appeals department.

Email: appeals@wcbsask.com
Online: wcbsask.com/workers/worker-appeals
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1

3 STEP 3: Board Appeal Tribunal

Now you can appeal to the Board Appeal Tribunal as the final level of appeal. Send your appeal by email, file it online or send it in writing by mail addressed to the Board Appeal Tribunal.

Email: boardappeal@wcbsask.com
Online: wcbsask.com/board-appeal-tribunal-employers
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1

Once we have registered your appeal. the WCB will send you the expected wait time for a decision by letter. An assigned appeals officer will review your appeal and may do further investigation, hold phone calls and meetings, research relevant legislation and policy and weigh evidence before making a decision on your appeal.

Appealing an employer account decision

A decision must be made at each step of the appeal process before you can move to the next step.

1 STEP 1: Initial review

Contact the WCB staff member in employer accounts who made the initial decision related to your account so they can explain the decision and answer your questions. Provide any new information that could affect the decision so they can reconsider it.

You must make all appeals (steps 2 and 3) in writing and include:

- the decision you are questioning (including date and decision-maker)
- why you disagree with the decision
- how you think the WCB should resolve the decision
- any other information to support your position

2 STEP 2: Assessment committee

Now you can appeal to the assessment committee. Send your appeal by email or in writing by mail to the assessment committee.

Email: employerservices@wcbsask.com
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1

The committee will review the file and provide their decision to you in writing.

3 STEP 3: Board Appeal Tribunal

Now you can appeal to the Board Appeal Tribunal as the final level of appeal. Send your appeal by email, file it online or send it in writing by mail addressed to the Board Appeal Tribunal.

Email: boardappeal@wcbsask.com
Online: wcbsask.com/board-appeal-tribunal-employers
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1

Once we have registered your appeal. the WCB will send you the expected wait time for a decision by letter. An assistant to the board will summarize the claim file for the tribunal. If you ask for a hearing, the tribunal will decide if it will take place. If you do not ask for a hearing, the tribunal will make a decision based on the information in the claim file.

Fair Practices Office

Considering an appeal?

Contact the Fair Practices Office.

The Fair Practices Office (FPO) is an independent office within the WCB. The FPO provides impartial assistance to anyone who has questions or concerns about the services they received from the WCB.

Phone: 306.787.8651

Toll free: 1.888.787.8651

Email: fairpracticeoffice@wcbsask.com

wcbsask.com/fair-practices-office

Get started here...

- **Find more information and forms at** wcbsask.com/employer-appeals
- **To appoint someone to represent you:** Authorization Letter of Representation (EREP) form at wcbsask.com/documents/authorization-letter-representation-erep
- **To get copies of the information from your worker's claim file:** Employer's Request for Copy of Relevant Records in File (EROI) form at wcbsask.com/documents/employers-request-photocopy-relevant-records-files-eroi
- **If you are an employer representative:** Employer Representative's Request for Copy of Relevant Records in File(s) (ERO2) form at wcbsask.com/documents/employers-representative-request-information-ero2

EMPLOYER ADVISORY CENTRE

Need help with an appeal?

Do you disagree with a WCB decision?

The Employer Advisory Centre is an independent service to help educate, support and guide employers throughout the appeals process.

It is important that you know your rights when it comes to questioning a decision made on your worker's injury claim that may affect you as an employer or a decision on your employer account.

The Employer Advisory Centre will make every attempt to resolve disagreements whenever possible.

We are here to support you every step of the way.



As an employer, you may not agree with a WCB decision.

You have the right to appeal a WCB injury claim decision or a decision on your employer account.

Find direction. Move forward.

We support employers.

Welcome to the Employer Advisory Centre, an independent dedicated resource for supporting employers in Saskatchewan.

Navigating the workers' compensation system can be challenging and we are here to assist you.

The Employer Advisory Centre is your go-to for answering questions, providing support materials, offering advice and connecting you with the right information.

Contact the Employer Advisory Centre:

Toll free: 1.833.822.5606

saskemployeradvisory.ca