

**Alberta WCB  
Policies &  
Information**

Chapter:

**GENERAL POLICIES**

Subject:

**RECORDING AND REPORTING ACCIDENTS**

Authorization:

**BoD Resolution 2003/04/14**

Date:

**April 29, 2003**

**APPLICATION 1: WORKER REPORT OF ACCIDENT**

**1. *What must workers do if they have an accident on the job?***

If required, workers should seek medical attention immediately and tell the treating physician the injury occurred at work so he/she can send the necessary medical reports to WCB (see Application 3).

Workers must report the accident and injury details to their employer as soon as practicable. Even if medical attention is not required, it is important for workers to notify their employer so the employer can record the accident and, when necessary, report to WCB (see Application 2, Questions 1-4).

Workers are entitled to a copy of the injury record.

**2. *What accidents must workers report to their employers?***

Workers must report all accidents to their employers when a personal injury is sustained or when, regardless of injury, the worker is entitled to medical aid.

**3. *What accidents must workers report to WCB and when?***

In addition to reporting accidents to their employer, workers must also as soon as practicable, report an accident to WCB if the accident disables, or is likely to disable, the worker for more than the day of the accident (see Part I, 1.0). In the case of fatalities, the worker's dependants shall, as soon as practicable, give notice of the accident to the employer and WCB.

The worker must report the accident to WCB as soon as possible. *Worker's Report of Accident* forms can be obtained from the employer or from WCB directly and should be completed as fully and accurately as possible. This form sets out the worker's account of events and helps confirm the details of the accident. It is an offence to knowingly provide false or misleading information in connection with a claim for compensation.

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*Report to WCB (continued)*

Failure by a worker to report an accident to WCB could result in delayed or reduced benefits or the claim being denied.

**4. *What if a worker becomes ill from exposure to something at work?***

The definition of accident within the legislation includes a disabling or potentially disabling condition caused by an occupational disease or activity. When workers realize that they have a condition which may have been caused by their employment, they must report this to their employer and WCB. WCB will then investigate and determine the relationship between work and the condition.

**5. *Is there a time limit for reporting an accident to WCB?***

Workers must report an accident to WCB within 24 months of the accident or the date on which the worker became aware of the accident. If the worker does not report an accident within the prescribed time frame of 24 months, WCB may not pay compensation unless WCB determines:

- There are reasonable and justifiable grounds for the delay, or
- The claim is a just claim and should be allowed despite the failure to report within the prescribed time frame.

The same rules of reporting apply to dependants if the accident results in death.

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**6. *What does WCB consider reasonable and justifiable grounds for reporting an accident beyond the 24-month limitation period?***

Each case is different and judged on its merits. There are, however, some circumstances that WCB routinely accepts as reasonable for delays:

- there was medical uncertainty about whether the injury or disease was related to employment
- the worker has an occupational disease, such as asbestosis, that did not develop until a long time after the work exposures that caused the disease
- the worker was medically incapable of reporting the circumstances of the injury or disease
- the worker did not miss time from work at the time of the accident
- the worker or the worker's dependents did not know and were not informed about their reporting obligations for workers' compensation
- the employer, doctor, or someone else who was supposed to report on the worker's behalf did not submit a claim

If there are other reasons for the delay in reporting, the worker may send WCB a detailed explanation of those reasons and ask WCB to review and determine whether the circumstances justify exceeding the 24-month limitation period.

The same rules of reporting apply to dependants if the accident results in the worker's death.

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7. *Can a worker and employer agree not to report an accident?* No, under the WCA, no person can enter into an agreement to waive or forego any of the benefits a worker or a worker's dependants are or might become entitled to (see Application 2, Question 7).
8. *When is this policy application effective?* This policy application (Application 1 – Worker Report of Accident) is effective May 1, 2003, except when noted otherwise in a specific policy section(s).

[Document History](#)

**Previous versions**

- [Policy 0105 Part II - August 2015](#)
- [Policy 0105 Part II - January 2004](#)
- [Policy 0105 Part II \(1st Issue\) - May 2003](#)