

**Alberta WCB  
Policies &  
Information**

Chapter:

**GENERAL POLICIES**

Subject:

**ADMINISTRATIVE PENALTIES**

Authorization:

**BoD Resolution 2004/02/05**

Date:

**February 24, 2004**

**ADDENDUM A**

**WCB ADMINISTRATIVE PENALTIES**

Section	Description
19	<ul style="list-style-type: none"> <li>• failure to make prompt and explicit answers to an inquiry under section 18(3)(a) (an audit)</li> <li>• failure to respond to a notice to produce</li> </ul>
33(1)	<ul style="list-style-type: none"> <li>• failure to record the details of an accident as required by the regulations</li> <li>• failure to give a copy of the accident record to worker</li> <li>• failure to give notice to the Board within 72 hours of acquiring knowledge of a reportable accident or the allegation of an accident</li> <li>• failure to give copy of the notice of an accident to the worker</li> <li>• failure to advise the Board of a worker’s return to work or ability to return to work within 24 hours of acquiring knowledge of this information</li> <li>• failure to provide the Board with any other information it requires in connection with an accident</li> </ul>
87	<ul style="list-style-type: none"> <li>• failure to transport an injured worker, at the employer’s expense, to a hospital, treating agency, physician or to any other place that is appropriate for the treatment of the worker’s condition</li> </ul>
88.1  <i>Applies to claims with dates of accident from September 1, 2018, to March 31, 2021, inclusive</i>	<ul style="list-style-type: none"> <li>• failure to meet any of the employer’s obligations under s.88.1, including:               <ul style="list-style-type: none"> <li>○ failure to cooperate with the worker and/or WCB in the worker’s early and safe return to work</li> <li>○ failure to accommodate or reinstate an injured worker</li> <li>○ terminating a worker within 6 months of reinstatement or while the worker is continuing to receive compensation benefits, unless the termination is for a valid business reason made in good faith and the decision is not affected by the worker being or having been unable to work because of the accident</li> </ul> </li> </ul>

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<b>Section</b>	<b>Description</b>
88.1 (continued)	<ul style="list-style-type: none"> <li>○ terminating, suspending, transferring, or altering the status of a reinstated worker at any time, unless it is done for a valid business reason made in good faith and the decision is not affected by the worker being or having been unable to work because of the accident</li> </ul>
88.2 <i>Applies to claims with dates of accident from September 1, 2018, to April 1, 2021, inclusive</i>	<ul style="list-style-type: none"> <li>● failure to make contributions for an injured worker's health benefits as required under s.88.2</li> </ul>
89.2	<ul style="list-style-type: none"> <li>● failure of an employer to cooperate in efforts to achieve the early and safe return of an injured worker to the worker's employment</li> </ul>
103	<ul style="list-style-type: none"> <li>● failure to submit actual payroll at the time required by the Board</li> <li>● failure to submit estimated payroll at the time required by the Board</li> </ul>
105	<ul style="list-style-type: none"> <li>● failure to register with the Board within 15 days of commencing or recommencing business</li> </ul>
106	<ul style="list-style-type: none"> <li>● failure to notify the Board within 10 days of ceasing to employ workers</li> <li>● failure to submit final payroll within 10 days of ceasing to employ workers</li> </ul>
108	<ul style="list-style-type: none"> <li>● failure to keep payroll records in Alberta in the form and detail required by the Board</li> </ul>

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<b>Section</b>	<b>Description</b>
109	<ul style="list-style-type: none"> <li>failure of person who might be an employer to which the <i>WCA</i> applies, to provide a statement to the Board, when required, concerning the nature of the different types of work carried on by the person and any particulars required by the Board concerning the person’s payroll, or other matters pertaining to the person’s work</li> </ul>
110	<ul style="list-style-type: none"> <li>failure to maintain separate statements re sections 103 to 109 for each industry when required to do so by the Board</li> </ul>
138	<ul style="list-style-type: none"> <li>failure to comply with a “cease employ” order issued by the Board</li> </ul>
139	<ul style="list-style-type: none"> <li>unauthorized deductions from the wages of their workers any part of any sum that the employer is or might become liable to pay to the Board</li> </ul>
140	<ul style="list-style-type: none"> <li>agreeing to waive or forego any of the benefits to which a worker or a worker’s dependants are, or might become, entitled under the <i>WCA</i></li> </ul>
140.1	<ul style="list-style-type: none"> <li>discourage or impede a worker or a worker’s dependants from reporting an accident to the Board</li> </ul>
145	<ul style="list-style-type: none"> <li>failure to post notices that the Board requires to be posted</li> </ul>
147(5)	<ul style="list-style-type: none"> <li>using or releasing information in the Board’s files obtained for review or appeal for any collateral purpose other than for the purpose of pursuing the review or appeal</li> </ul>
151.1	<ul style="list-style-type: none"> <li>knowingly providing false or misleading information to the Board in connection with a claim for compensation</li> <li>failure to inform the Board of a material change in a person’s circumstances that may affect the person’s entitlement to compensation or other benefits under the <i>WCA</i></li> </ul>

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<b>Section</b>	<b>Description</b>
151.1 (continued)	<ul style="list-style-type: none"><li>• knowingly providing false or misleading information to the Board in connection with an assessment or an employer account</li><li>• having or using an invalid or forged clearance certificate</li></ul>

**Previous versions**

- [Policy 0109 Part II - September 2018](#)
- [Policy 0109 Part II - April 2018](#)
- [Policy 0109 Part II - August 2015](#)
- [Policy 0109 Part II - February 2004](#)