

Five Reasons to File Within Five Days

An injury occurs in your workplace. Your first concern is for the well-being of the injured worker. You deal with the practicalities: medical attention, transportation, and so on. Now, don't forget to file an Employer's Initial Report of Injury (E1) within five days. Why?

It's the law

Employers who fail to report a workplace injury within the five days required under [The Workers' Compensation Act 2013](#) may be subject to prosecution.

Under the terms of the Act, a conviction may result in a maximum fine of \$1,000. An additional \$10,000 administrative penalty may be applied. It may also mean the full cost of compensation and medical aid received by the injured worker is charged to the employer.

It's the responsible thing to do

The workers' compensation system is a partnership involving workers, employers, caregivers and the WCB. Each partner benefits when an injured worker is returned to safe, productive work as soon as medically possible; each partner shares the responsibility for making this happen.

It contributes to cost-effective return to wellness

Prompt reporting means timely decisions can be made on medical treatment for an injured worker. Once aware of the injury, the WCB can help the injured worker's primary caregiver by identifying available appointments with specialists and treatment centres. Delays can compromise the worker's complete recovery and timely return to work.

It makes economic sense

The WCB must have information about the worker and the injury before the claim can be processed. Delays may create increased administration and medical costs, which may result in increased premiums. As the employer, you may also face the additional cost of hiring and training a replacement worker.

It's easy

The WCB makes it easy to do business – online, by phone, mail or fax – anyway you want it.

- @WCB's electronic applications make filing an Employer's Report of Injury (E1) quick, convenient, and economical. Go to www.wcbsask.com, at the bottom of the page under Employers click **File an Injury Incident form (E1)** and follow the instructions to submit the report online. You can also apply for an online account that will give you access to, and information about, other transactions you have with the WCB.
- *WCB Telefile* allows you to file the injury report by telephone. A WCB representative will complete the form for you. Dial 1.800.787.9288.
- Download a copy of the report from www.wcbsask.com, and either complete it on-screen and print it off, or simply print off a blank copy and complete the form by hand. Fax (preferred) or mail to our office.

There you have it – five reasons to file within five days. Prompt filing does make a difference.

