



The AMTA has served as a resource to Alberta's transportation industry since 1938. Our training has been created by industry, for industry. Our AMTA instructors are selected based on their education, knowledge, and demonstrated expertise. Let the AMTA partner with you for your training and employee development needs.

Managing Injuries in the Workplace (MIW)

A Description of the training course objectives:

Managing Injuries in the Workplace offers participants the resources and information required to create strategies to improve safety performance and reduce the cost of WCB claims and premiums to the organization.

The modules cover the basic processes and services administered and offered by the Workers' Compensation Board (WCB) of Alberta. This course begins by looking at which employers are obligated - under the legislation - to participate in workers' compensation and the process for establishing an account. The material then provides an explanation of WCB costs and the methods used to determine pricing for various types of employers. A significant portion of this course goes through the process of managing an injured worker's claim from the time of injury through to the worker's reinstatement in the workplace. This section of the course also introduces participants to the WCB appeals process. The final modules of this course focus on maintaining a WCB account and action planning to reduce costs and improve worker safety performance.

This is a 2-day course offered through both distance and classroom delivery methods. The key outcomes addressed in this course are:

- Explain how employers engage with and are responsible to the Workers' Compensation Board (WCB).
- Explain the relationship between an employer/industry safety performance and the cost of WCB premiums.
- Manage the WCB claim process on behalf of an employer.
- Access employer account information and reports using the WCB website.
- Develop goals and objectives for action planning.

This course serves as an elective for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.

Module 1: Employer Account Information – 1.5 hours

Learning Objectives

- Review the steps an employer must take to set up and maintain a WCB account
- List the criteria employers must meet to qualify for a WCB account
- What is WCB?
 - Who participates?
 - What is covered?
- Employer and worker responsibilities
- WCB coverage
 - Who and what is covered?
 - Personal coverage





- Penalties for not providing coverage
- WCB and continuous improvement
 - Clearance Letters

Module 2: Employer Classification and Rate Setting – 2.5 hours

Learning Objectives

- Determine an employer’s WCB industry classification
- Compare various WCB pricing models
- Examine the impact of both good and poor safety performance on WCB premium costs
- Employer classifications
- WCB premiums
- Pricing methods
 - Rate setting
 - rating
 - PIR
 - Industry Custom Pricing
 - Poor Performance Surcharge

Module 3: Disability Management – 3 hours

Learning Objectives

- Identify work-related injuries
- Examine the WCB claim process from start to finish
- Prepare a Physical Demands Analysis
- Identify various options for modified work
- Work-related injury
- Employer’s responsibilities in the workplace
 - Injury response
 - Injury reporting
 - Employer’s health benefits
- Disability management
- Modified work
- Physical Demands Analysis (PDA)
- Modified Duties
- Obligation to Reinstate
- Undue Hardship

Module 4: Account and Claim Administration – 2.5 hours

Learning Objectives

- Review information and reports available on the myWCB portal
- Account access
- Reports





Module 5: Action Planning – 2.5 hours

Learning Objectives

- Use WCB reports to develop action planning goals
 - Review reports to determine opportunities for improvement
 - Develop action plan goals, objectives and deliverables
- Action plans
- Benefits
- Resources
- Components
- Modified work & action plans
- Training on the job

Total Instructional Hours: 12 hours

Final Review/Exam: 2 hours

Total training duration/length: 2 Days

Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

Description of how participant’s learning will be assessed/evaluated:

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

Total cost of the course per person: Non-Member \$525 / Member \$262.50

Name of instructor: Rob Dombowsky, Carol-Anne Chung

Course capacity: Unlimited

Dates of each training course: Mar 19, 2024
Sep 18, 2024

Credentials received at the end of the training: Certificate of completion

