

150 - 4600 Jacombs Road, Richmond, British Columbia, V6V 3B1  
Telephone: (604) 664-7800 Toll free: 1-800-663-2782 Fax: (604) 664-7898  
Website: [www.wcat.bc.ca](http://www.wcat.bc.ca) Email Address for Filing Documents: [appeals@wcat.bc.ca](mailto:appeals@wcat.bc.ca)

Last revised: June 2020

**You must complete, sign and return this form to WCAT within 90 days of the Prohibited Action decision being appealed.**  
Make sure that you answer every question. We only require the basic information on this form to start your appeal. You will have an opportunity later on to provide more information to support your appeal.  
Appealing a WorkSafeBC decision does not delay its implementation. A "stay" is when we order WorkSafeBC to delay its implementation of a decision (such as an order that you pay a penalty) while we are considering the appeal. **If you want to apply for a stay you must file an *Application for a Stay with WCAT* within 7 days of the date we receive this *Notice of Appeal*.** You can find this form on our website ([www.wcat.bc.ca](http://www.wcat.bc.ca)) under the Forms tab, or call us and we will send you the form.  
If you are printing this blank document and filling it in by hand, please print clearly using black or blue ink.

<b>1. PROHIBITED ACTION COMPLAINT INFORMATION</b>	
Employer Firm Name	Employer Account Number
WorkSafeBC Prohibited Action Complaint No.(s) e.g. 2018D999	Date of WorkSafeBC Decision(s) you are appealing (YYYY-MM-DD)
Please attach a copy of the WorkSafeBC Decision(s) <input type="checkbox"/> Copy is attached	

<b>2. INFORMATION ABOUT YOU (APPELLANT)</b>		<b>To keep your appeal active you must tell us about changes in this information.</b>	
<input type="checkbox"/> I am the worker	<input type="checkbox"/> I am the dependent of a deceased worker		
<input type="checkbox"/> I am the employer	Employer Firm Name	Job Title of Employer Contact Person named below	
<input type="checkbox"/> I am the union	Union Name	Job Title of Union Contact Person named below	
The purpose of this question is to clarify our understanding about the background of the people appearing before WCAT as part of implementing the calls to action of the Truth and Reconciliation Commission (TRC). Are you an Indigenous person (includes a person of Indigenous ancestry: Inuit, Metis, First Nations, non-status, status, and anyone with First Nations ancestry)?			
<input type="checkbox"/> Yes	<input type="checkbox"/> Other, please explain: _____		
<input type="checkbox"/> No	<input type="checkbox"/> I choose not to answer this question		
My Last Name		My First Name	
Mailing Address		City/Town	Province   Postal Code
Telephone (Daytime)	Telephone (Other)	Fax Number	
extension:	extension:		
Email Address <input type="checkbox"/> WCAT may communicate with you by encrypted email. WCAT will only send email related to appeals or applications. If you <b>do not</b> want WCAT to communicate with you by email, check this box: <input type="checkbox"/> Do not send me email			

<b>3. REASON FOR APPEAL</b>	<b>Provide a brief answer for each Prohibited Action decision you wish to appeal. Please attach additional page(s) if necessary.</b>
The decision is wrong or should be changed because:	

<b>4. CHANGE REQUESTED FROM APPEAL</b>	<b>Provide a brief answer for each Prohibited Action decision you wish to appeal. Please attach additional page(s) if necessary.</b>
I would like the decision changed in the following way:	

<b>5. PREVIOUS GRIEVANCE</b>
Has a grievance under a collective agreement been filed regarding this matter? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer Name \_\_\_\_\_ Employer Account Number: \_\_\_\_\_

**6. METHOD OF APPEAL** WCAT will decide how your appeal will proceed. Please indicate your preference below:

In writing (through written submissions)  Verbally (by oral hearing)

If requesting an oral hearing, tell us why an oral hearing is necessary:

**NOTE:** WCAT provides professional interpreters. Family and friends may not interpret for you. If an oral hearing is held, do you need an interpreter?

No  Yes, the language I speak is \_\_\_\_\_ Dialect \_\_\_\_\_

**7. REPRESENTATION** You may appoint one person or an organization to represent you or choose to represent yourself. Please indicate your choice below.

Will you be representing yourself?  Yes (go to next section)  No (please choose one of the following):

I want to appoint an organization as my representative.  I want to appoint one person to represent me.

Name of Organization Relationship to Person (e.g. family member or friend)

Last Name First Name

Mailing Address City/Town Province Postal Code

Telephone (Daytime) extension: Telephone (Other) extension: Fax Number

Email Address WCAT may also communicate with your representative by encrypted email. If your representative **does not** want WCAT to communicate with them by email, check this box:  Do not send my representative email

This form must be signed by the appellant or an authorized representative. If signed by an authorized representative we need an authorization less than 2 years old signed by the appellant. An *Authorization of Representative* form can be found on our website ([www.wcat.bc.ca](http://www.wcat.bc.ca)).

That authorization  is enclosed.  is on the WorkSafeBC file.

**8. CERTIFICATION AND AUTHORIZATION** If you are filing your application by email ([appeals@wcat.bc.ca](mailto:appeals@wcat.bc.ca)), complete section a). If you are filing your application by facsimile or Canada Post, complete section b).

a) For submitting your application by email:

I, \_\_\_\_\_, understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the following:

I confirm the information on this form is correct and complete. I will notify WCAT if I change my address or phone number. I understand that WCAT must have my current address to keep my appeal active. I authorize my representative named above to act on my behalf in this appeal.

**For workers:** I authorize disclosure of my claim file(s) and information relating to this appeal to WCAT, my representative, and other parties to this appeal for the purposes of this appeal and as allowed under section 314 of the *Workers Compensation Act*. I also authorize WCAT to obtain or view from any source a copy of my employment or medical records or any other documents that may relate to the this appeal or the decision(s) being appealed.

b) For submitting your application by facsimile or Canada Post: the form must be signed.

I confirm the information on this form is correct and complete. I will notify WCAT if I change my address or phone number. I understand that WCAT must have my current address to keep my appeal active. I authorize my representative named above to act on my behalf in this appeal.

**For workers:** I authorize disclosure of my claim file(s) and information relating to this appeal to WCAT, my representative, and other parties to this appeal for the purposes of this appeal and as allowed under section 314 of the *Workers Compensation Act*. I also authorize WCAT to obtain or view from any source a copy of my employment or medical records or any other documents that may relate to this appeal or the decision(s) being appealed.

Signature of Appellant or Authorized Representative:

Date Signed: (YYYY-MM-DD)

X

**9. FORM CHECKLIST**

- Number of additional pages attached? \_\_\_\_\_
- Did you attach a copy of the Prohibited Action decision(s) you wish to appeal?
- If your appeal is later than 90 days, did you attach a completed *Extension of Time to Appeal* form (found at [www.wcat.bc.ca](http://www.wcat.bc.ca) or call us for one)?
- Did you attach a completed *Application for a Stay* form if you want to apply for a stay (found at [www.wcat.bc.ca](http://www.wcat.bc.ca) or call us for one)?
- Have you signed in Box 8 above?
- Did you answer all questions?

Personal information on this form is collected for the processing and adjudication of a WCAT matter under the *Workers Compensation Act* and section 26(a), (c), (d) of the *Freedom of Information and Protection of Privacy Act*. For further privacy information, please contact WCAT's Freedom of Information Coordinator at the address or telephone number provided above. Email is not a secure medium. Any message or attachment you send by email could be intercepted and read by someone else, and you accept the risk of access to personal information by unauthorized persons during transmission. WCAT accepts no responsibility for messages or attachments sent by email until they are received by WCAT. You are responsible for the security of information you are sending. You must assess its sensitivity and decide whether email is a secure enough method of communication.