

Notice of Appeal – WorkSafeBC Decision to Reopen a Matter

Revised March 2023

**This form will be your formal notice of appeal.** Submit it within **90 days** of your WorkSafeBC reopening decision. If it's been more than 90 days, also submit a Request for an Extension of Time WCAT.BC.CA > FORMS  
When filling out this form, please print clearly using black or blue ink and mail it to the address above.

<b>What would you like to appeal?</b>		Tell us about your WorkSafeBC reopening decision	
WorkSafeBC claim number		WorkSafeBC reopening decision date (YYYY-MM-DD)	

<b>Tell us about yourself</b>		WCAT needs some information about the appellant (the person starting the appeal) in order to get the appeal registered.	
<input type="checkbox"/> I am the worker		<input type="checkbox"/> I am the dependant of a deceased worker	
<input type="checkbox"/> I am the employer (fill out this entire row)	Business/firm name	WorkSafeBC employer account number	Job title or position of contact person
Last Name		First Name	
Your Pronouns		Your pronouns and title will help us address you respectfully during the appeal process. If you choose not to answer, we will address you with the information we have on file from WorkSafeBC.	
<input type="checkbox"/> They/Them		<input type="checkbox"/> She /Her	
<input type="checkbox"/> He/Him		<input type="checkbox"/> Pronouns not listed: _____	
Your Title		Your pronouns and title will help us address you respectfully during the appeal process. If you choose not to answer, we will address you with the information we have on file from WorkSafeBC.	
<input type="checkbox"/> Mx.		<input type="checkbox"/> Title not listed: _____	
<input type="checkbox"/> Ms.			
<input type="checkbox"/> Mrs.			
<input type="checkbox"/> Mr.			
<input type="checkbox"/> Dr.			

**WCAT Online Services is not available for reopening appeals.** Please provide your email address. It will be used:

- by WCAT to correspond with you about your appeals(s) or applications
- by WorkSafeBC to let you know when the claim file disclosure can be downloaded. WorkSafeBC needs your email address so that they can notify you when the claim file is ready to download from the WorkSafeBC online portal. If you have a representative, they will be notified instead. Videos, photographs, and audio statements will be delivered by mail on a DVD up to two weeks after the claim file is available online.

Email address for correspondence		Provide an email address if you want WCAT to send you all letters and decisions about your appeals and applications by email instead of mail.		Email address for disclosure (if different)		If you want to receive disclosure notification at a different email address, provide it here.	
<input type="checkbox"/> I prefer mail		If you <b>do not</b> want WCAT to communicate with you by email, check this box. WorkSafeBC will only use your email address to let you know the claim file is ready to be downloaded from their online portal.		<input type="checkbox"/> I want to receive disclosure by mail		If you are a worker and you cannot receive notifications about the claim file by email, check this box to receive the claim file in the mail.	
Mailing Address			City/Town		Province/State		Postal/ZIP Code
Country		Telephone (Daytime)		Telephone (Other)		Fax number	

Are you an Indigenous person (includes a person of Indigenous ancestry: Inuit, Metis, First Nations, non-status, status, and anyone with First Nations ancestry)?

If you self-identify, you can work with a WCAT Navigator to tell your story. These experienced staff members can offer neutral support and make sure that cultural sensitivities are respected. This service is part of implementing the Truth and Reconciliation Commission's Calls to Action.

Yes

No

Other, please explain: \_\_\_\_\_

I choose not to answer this question

<b>Reason for appeal</b>	Briefly tell us why the WorkSafeBC reopening decision is wrong. You will have a chance to provide more information later.
The decision is wrong or should be changed because:	

<b>Change requested from appeal</b>	Briefly tell us about the change you would like for the reopening decision. You will have a change to provide more information later.
This is what I would like to have:	

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<b>Method of appeal</b>		WCAT will decide how your appeal will proceed. Tell us what your preference is.	
<input type="checkbox"/> In writing (through written submissions)		<input type="checkbox"/> Verbally (by oral hearing )	
If requesting an oral hearing, tell us why an oral hearing is necessary:			
If an oral hearing is held, how would you like to attend? <input type="checkbox"/> By videoconference <input type="checkbox"/> In person at WCAT in Richmond, BC			
If WCAT decides to hold an oral hearing <b>in person</b> , where would you like it to take place?			
<input type="checkbox"/> Castlegar	<input type="checkbox"/> Cranbrook	<input type="checkbox"/> Kamloops	<input type="checkbox"/> Nanaimo
<input type="checkbox"/> Courtenay	<input type="checkbox"/> Fort St. John	<input type="checkbox"/> Kelowna	<input type="checkbox"/> Prince George
<input type="checkbox"/> Richmond	<input type="checkbox"/> Terrace	<input type="checkbox"/> Victoria	<input type="checkbox"/> Williams Lake
If an oral hearing is held, do you need an interpreter? WCAT provides professional interpreters for oral hearings. Family and friends may not interpret for you.			<input type="checkbox"/> No <input type="checkbox"/> Yes
If an oral hearing is held, do you plan to bring any witnesses to the hearing? If you are unsure, leave this question blank. You can update this answer later.			<input type="checkbox"/> No <input type="checkbox"/> Yes
			Names of Witnesses

<b>Representation</b>		You may appoint a person or an organization (with or without a specific contact) to represent you, or you may represent yourself	
Will you be representing yourself? <input type="checkbox"/> Yes (go to next section) <input type="checkbox"/> No (please choose one of the following):			
<input type="checkbox"/> I have a professional representative	Name of Organization	<input type="checkbox"/> I have a friend/family member representing me	Relationship to Appellant (e.g. family member or friend)
Representative's Last Name		Representative's First Name	
Representative's Pronouns <input type="checkbox"/> They/Them <input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> I don't know <input type="checkbox"/> Pronouns not listed: _____			These pronouns and title will help us address your representative respectfully during the appeal process.
Representative's Title <input type="checkbox"/> Mx. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> I don't know <input type="checkbox"/> Title not listed: _____			
Representative's mailing address		City/Town	Province/State
			Postal Code
Country		Telephone (Daytime)	Telephone (Other)
			Fax Number
<b>WCAT Online Services is not available for reopening appeals.</b> Please enter your representative's email address. It will be used: <ul style="list-style-type: none"> <li>by WCAT to correspond with them about the appeals(s) or applications.</li> <li>by WorkSafeBC to let them know when the claim file disclosure can be downloaded. WCAT will share this email address with WorkSafeBC, and WorkSafeBC will only use it to send your representative an email when the claim file disclosure is ready to download from your WorkSafeBC</li> </ul>			
Representatives must provide an email address for receiving notification of claim file disclosure. For more information, please see the WorkSafeBC website or call them at their Claims Call Centre at 1.888.967.5377 or 604.231.8888.			
Email address for correspondence		WCAT will send correspondence to your representative at this email address instead of by mail	Email address for disclosure (if different)
			If your representative wants to receive disclosure notification at a different email address, provide it here.
<input type="checkbox"/> My representative prefers mail	If your representative <b>does not</b> want WCAT to communicate with them by email, check this box. WCAT will still need to share their email address with WorkSafeBC, and WorkSafeBC will only use it to send your representative an email when the claim file disclosure is ready to download from your WorkSafeBC portal.		
This form must be signed by the <b>appellant</b> or an <b>authorized representative</b> . If signed by an authorized representative we need an authorization less than 2 years old signed by the appellant. An <i>Authorization of Representative</i> form can be found at WCAT.BC.CA > FORMS).			
<b>That authorization</b> <input type="checkbox"/> is enclosed <input type="checkbox"/> is on the WorkSafeBC file <input type="checkbox"/> is provided by this form (the appellant must sign the form below)			
<b>Workers' Advisers Office only:</b>		Workers' adviser name:	
If a workers' adviser providing advice & assistance only is submitting this form, please print the advisers' name here.			

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**Certification and authorization**

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.

**Full name (please print)**

**Signature**

**Date Signed (YYYY-MM-DD)**

X

Personal information on this form is collected for the processing and adjudication of a WCAT matter under the *Workers Compensation Act* and the *Freedom of Information and Protection of Privacy Act*. For further information, please contact WCAT's Freedom of Information Coordinator at the address or telephone number at the top of this form. Unencrypted email is not a secure medium. Any message or attachment you send by unencrypted 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.