



APPEALING A REVIEW DIVISION DECISION – WORKER'S GUIDE

(For the Employer's Guide see page 5)

As a worker, or a dependant of a deceased worker, you can appeal most Review Division decisions to us at the Workers' Compensation Appeal Tribunal (WCAT). This guide shows you how.

You need to ensure that we receive your appeal within 30 days of the date of the Review Division decision. Do not wait for new information that you want to include in your appeal. After your appeal is filed, we will give you more time to provide further information.

What Kind of Review Division Decisions Can I Appeal To WCAT?

You can appeal most decisions from the Review Division to us. Here are some typical examples of decisions you can appeal:

- Whether you were injured on the job
- Whether you suffer from an occupational disease caused by your job
- How long you should receive short-term disability benefits
- How WorkSafeBC calculated your average earnings (wage rate)
- Most permanent disability awards
- Whether WorkSafeBC should reopen your claim

Note: We cannot decide any issue or question that was not contained in the WorkSafeBC or Review Division decision. If you want a decision on something new, you must ask WorkSafeBC for it.

What Matters Can't I Appeal?

You cannot appeal some Review Division decisions to us. Here are some typical examples of decisions you cannot appeal:

- A decision about vocational rehabilitation assistance
- A decision about whether or not to refer a decision back to WorkSafeBC
- A decision not to give more time to bring a review to the Review Division
- The way a review officer handled a review, such as choosing not to hold an oral hearing, if the Review Division decision cannot otherwise be appealed to WCAT
- A request for a lump-sum award (that is, to commute an award) for a permanent disability

APPEALING A REVIEW DIVISION DECISION – WORKER’S GUIDE

How Do I Start My Appeal?

You have **30 days** to appeal a Review Division decision to us. You can start your appeal in one of these ways:

1. Fill out a *Notice of Appeal* from Review Division (Compensation Decision) form from our website. If you are not familiar with our appeal process, this form will help you enter all the required information successfully. Send the completed form to us by email, fax, or mail.
2. Print a blank *Notice of Appeal* from Review Division (Compensation Decision) form from our website, fill it out, sign it, and send it to us.
3. Telephone us and we will send you a *Notice of Appeal* form. In order to keep your appeal active, you need to ensure that we receive your completed form by the deadline set out in our letter (usually 21 days).
4. Send a letter telling us why you think the decision you are appealing is wrong. State the specific results you want from WCAT, such as more compensation. Include your name, address, telephone number, claim number (WorkSafeBC file number), the date of the decision you are appealing, and your signature.

Please include a copy of the first page of the Review Division decision with your *Notice of Appeal* form or letter.

You will find our telephone, email, fax, and mailing address at the end of this guide.

Note: WCAT must receive your Notice of Appeal or letter within 30 days of the Review Division decision or your appeal will be late. Do not wait for new information that you want to include in your appeal. After your appeal is filed, we will give you more time to provide further information.

What Happens After I Send You My Appeal Form or Letter?

We will send you a letter confirming that we have received your appeal and giving you an appeal number. We may also ask you for more information if your appeal form or letter is not complete. In order to keep your appeal active, you need to ensure that you give us all the information we request within **21 days**.

Call us if you do not receive this letter within 21 days from the date you sent in your appeal.

We will notify your employer of your appeal and invite them to participate in it.

We will then ask WorkSafeBC to send you “disclosure” (an updated copy of your claim file). WorkSafeBC will send you an email with instructions for online access when it is available. If your employer is participating in your appeal, WorkSafeBC will also give them disclosure.

You should start gathering your information and evidence now because it may take some time to get it, especially medical evidence.

What If I Appeal Too Late?

If your appeal is late, you may be able to get an extension. We’ll ask you if special circumstances prevented you from appealing within the time limit. You can read more about acceptable reasons for extensions on our website. See item 8.2 in our Manual of Rules of

APPEALING A REVIEW DIVISION DECISION – WORKER’S GUIDE

Practice and Procedure (MRPP).

If you require an extension, please explain your reasons for appealing late on the *Extension of Time to Appeal Application: Review Division Decision* form (available on our website) or in your letter of appeal. If you don't give us an explanation, we will mail you an *Extension of Time to Appeal Application* form to fill out and return. In order to keep your appeal active, you need to ensure that we receive your completed form within **21 days**.

Who Can Participate In WCAT Appeals?

- You, along with your representative or adviser
- Your employer, along with their representative or their adviser

How Will My Appeal Proceed?

You will make your appeal either verbally (at an oral hearing) or in writing (through written submissions). You can ask for the method you prefer, though we will make the final decision.

Normally, we use oral hearings for appeals involving credibility, where there are significant disagreements about the facts, or when a vice chair thinks it would provide the best way to fully understand an appeal. Oral hearings are also often used where an appellant finds it challenging to communicate easily in written English.

The other method of appeal is by written submissions. This method is often suitable for appeals that deal with medical, legal, or policy issues.

To learn more about both oral and written submission appeals, please ask us for the relevant guide, or look for it on our website.

How Long Will My Appeal Take?

You can expect us to decide your appeal within six months from the date that WorkSafeBC gives you disclosure. If your appeal is complicated, reaching a decision may take us more than six months.

If we ask you to present your appeal to us verbally, we will give you a specific time and date for an oral hearing. Please tell us immediately if you need a different date than the one we set for you.

If we ask you to give us a written submission to support your appeal, you have 21 days to send it to us. If you need more time, you may ask for up to 45 more days. If you do receive more time, any other participating party may also receive the same amount of extra time to provide their written submission.

Do I Need Someone to Represent Me?

You may appeal on your own, but you might also want to ask for assistance from someone familiar with the workers' compensation system, such as a union representative, consultant, or a lawyer.

You can get free help with your appeal from a workers' adviser (see the end of this guide for contact information).

APPEALING A REVIEW DIVISION DECISION – WORKER’S GUIDE

To protect your privacy, we will not discuss your appeal with anyone but you unless you authorize a representative on the *Notice of Appeal* form. You can also file an *Authorization of Representative* form that gives us permission to do so. You will find both forms on our website.

How Can I Speed up My Appeal?

WCAT receives thousands of appeals each year. Your appeal will proceed more quickly if you:

- Include your WorkSafeBC claim number and your WCAT appeal number on everything you send to WCAT
- Write to us if you change your address or your representative
- Send us new evidence that supports your appeal as soon as possible
- Answer any questions we may have about your appeal as soon as possible
- Attend your oral hearing on the scheduled date, or send us your written submission by the deadline we give you



APPEALING A REVIEW DIVISION DECISION – EMPLOYER’S GUIDE

As an employer, you can appeal most Review Division decisions to us at the Workers’ Compensation Appeal Tribunal (WCAT). This guide shows you how.

You need to ensure that we receive your appeal within 30 days of the date of the Review Division decision. Do not wait for new information that you want to include in your appeal. After your appeal is filed, we will give you more time to provide further information.

What Kind of Review Division Decisions Can I Appeal to WCAT?

You can appeal most Review Division decisions to us. Here are three decision categories with some typical examples:

Note: We cannot decide any issue or question that was not contained in the WorkSafeBC or Review Division decision. If you want a decision on something new, you must ask WorkSafeBC for it.

1. Compensation Decisions

- Whether a worker was injured on the job
- Whether a worker suffers from an occupational disease caused by the job
- How long a worker is entitled to short-term disability benefits
- How WorkSafeBC calculated a worker’s average earnings or wage rate
- Most permanent disability awards
- Whether WorkSafeBC should reopen a worker’s claim

2. Assessment Decisions

- Whether you should be relieved of all or part of the costs of a claim under section 240(1)(d) of the Workers Compensation Act (Act) because a worker had a pre-existing disease, condition, or disability that enhanced his or her compensable disability
- Your assessment classification unit
- The amount of your assessable payroll
- Whether you have to pay the costs of a claim under section 263 of the Act because you did not send required information to WorkSafeBC or pay an assessment
- Your claims experience rating under section 247 of the Act
- Whether another employer should have to pay the costs of a claim under section 249 of the Act

3. Occupational Health & Safety (Prevention) Decisions

- An order that WorkSafeBC relied upon to impose a penalty for an occupational health and safety violation (see section 95(1) of the Act)

APPEALING A REVIEW DIVISION DECISION – EMPLOYER’S GUIDE

- A penalty for an occupational health and safety violation
- A decision to charge you for claim costs where a worker was injured, died, or was disabled by an occupational disease under any of these circumstances:
 - You were grossly negligent
 - You did not adopt reasonable means to prevent injuries, deaths, or occupational diseases
 - You did not comply with WorkSafeBC orders or directions (see section 251(1) of the Act)
- An order to cancel or suspend one of the following certificates:
 - A certificate of an occupational first-aid attendant or instructor
 - A medical certificate of a worker’s fitness for a specific type of work
 - A certificate of a blaster or blasting instructor (see section 96 of the Act)

What Matters Can’t I Appeal?

You cannot appeal some Review Division decisions to us. Here are some typical examples of decisions you cannot appeal:

- A decision about vocational rehabilitation assistance
- A decision about whether or not to refer a decision back to WorkSafeBC
- A decision not to give more time to bring a review to the Review Division
- The way a review officer handled a review, such as choosing not to hold an oral hearing, if the Review Division decision cannot otherwise be appealed to WCAT
- A request to make a lump-sum award (that is, to commute an award) for a permanent disability
- Your assessment rate group or industry group
- Other decisions respecting orders under the OHS Provisions not relied upon to impose a penalty under section 95(1) of the Act
- Conditions placed on a certificate of an occupational first-aid attendant or instructor, a worker’s fitness for a specific type of work, or a blaster or blasting instructor

How Do I Start My Appeal?

You have **30 days** to appeal a Review Division decision to us.

You can start your appeal in one of these ways:

1. Fill out a *Notice of Appeal* (Compensation or Non-Compensation) form from our website. If you are not familiar with our appeal process, these forms will help you enter all the required information successfully. Send the completed form to us by email, fax or mail.
2. Print a blank *Notice of Appeal* (Compensation or Non-Compensation) form from our website, fill it out, sign it, and send it to us.
3. Telephone us and we will send you a *Notice of Appeal* form. In order to keep your appeal active, you need to ensure that we receive your completed form by the

APPEALING A REVIEW DIVISION DECISION – EMPLOYER’S GUIDE

deadline set out in our letter (usually 21 days).

4. Send a letter telling us why you think the decision you are appealing is wrong. State the specific results you want us to determine, such as the amount of a penalty. Include your name, address, telephone number, WorkSafeBC claim or file number, the date of the decision you are appealing, and your signature.

Please include a copy of the first page of the Review Division decision you are appealing with your *Notice of Appeal* form or letter.

You will find our telephone, email, fax, and mailing address at the end of this Guide.

Note: You do not need all your information and evidence before you appeal. We will later give you the opportunity to provide more information and evidence, either through written or verbal submissions.

What If the Worker and I Disagree With the Same Decision but on Different Issues?

Review Division decisions often decide many issues. We usually make our decision only on the issues raised by the appellant in the *Notice of Appeal* and the written or oral submissions. You should file your own appeal (cross appeal) to ensure that we consider your issue. If a worker later drops (withdraws) their appeal, and you have not filed your own appeal, you will have to apply for an extension of time to appeal, running the risk that this might not be granted.

What Happens After I Send You My Appeal Form or Letter?

We will send you a letter confirming that we have received your appeal and giving you an appeal number. We may also ask you for more information if your appeal form or letter is not complete. In order to keep your appeal active, you need to ensure that you give us all the information we request within **21 days**.

Call us if you do not receive this letter within 21 days from the date you sent in your appeal.

Depending on the type of decision you are appealing, we will notify the appropriate respondents, and other persons or groups of your appeal, and invite them to participate in it.

We will then ask WorkSafeBC to give you “disclosure” (an updated copy of the WorkSafeBC file). WorkSafeBC will send you an email with instructions for online access when it is available.

You should start gathering your information and evidence now because it may take some time to get it, especially medical evidence.

What If I Appeal Too Late?

If your appeal is late, you may be able to get an extension. We’ll ask you if special circumstances prevented you from appealing within the time limit. You can read more about acceptable reasons for extensions on our website. See item 8.2 in our *Manual of Rules of Practice and Procedure* (MRPP), which you will find on our website.

If you require an extension, please explain your reasons for appealing late on the *Extension of Time to Appeal Application* form or in your letter of appeal. If you don’t give us an explanation, we will mail you an *Extension of Time to Appeal Application* form to fill out and return. In order

APPEALING A REVIEW DIVISION DECISION – EMPLOYER’S GUIDE

to keep your appeal active, you need to ensure that we receive your completed form within **21 days**.

Who Can Participate in My Appeal?

1. A “Participating Respondent”

A participating respondent has the right to respond fully to an appeal, including receiving a copy of the WorkSafeBC file, presenting evidence, examining witnesses at a hearing, and making verbal or written arguments.

Here are some examples of participating respondents on an employer’s appeal:

- The worker or dependants of a deceased worker on compensation appeals
- A supplier, owner, union representative, or any family member of a deceased worker on occupational health and safety appeals
- Another employer or group of employers on other assessment appeals, such as employer classification and claims cost transfer

2. A “Participating Person” or “Representative Group”

- For appeals asking for relief of costs or transfer of costs, we will invite the worker to provide relevant information
- In appeals concerning penalties for occupational health and safety violations, we will invite the joint health and safety committee or the worker health and safety representative, and the worker representative named in the inspection report to provide relevant information
- In occupational health and safety and assessment appeals, we may invite WorkSafeBC to participate by providing relevant information

How Will My Appeal Proceed?

You will make your appeal either verbally (at an oral hearing) or in writing (through written submissions). You can ask for the method you prefer, though we will make the final decision.

Normally, we use oral hearings for appeals involving credibility, where there are significant disagreements about facts, or when a vice chair thinks it would provide the best way to fully understand an appeal. Oral hearings are also often used where an appellant finds it challenging to communicate easily in written English.

The other method of appeal is by written submissions. This method is often suitable for appeals that deal with medical, legal, or policy issues.

To learn more about both oral and written submission appeals, please look for the relevant guide on our website. If you do not have access to a computer, please call us and we will send you a copy.

How Long Will My Appeal Take?

You can expect us to decide your appeal within six months from the date that WorkSafeBC gives you disclosure. If your appeal is complicated, reaching a decision may take us more than six months.

If we ask you to present your appeal to us verbally, we will give you a specific time and date for an oral hearing. Please tell us immediately if you need a different date than the one we set for you.

If we ask you to give us a written submission to support your appeal, you have 21 days to send it to us. If you need more time, you may ask for up to 45 more days. If you do receive more time, any other participating party may also receive the same amount of extra time to provide their written submission. See item 13.1 of the MRPP.

Do I Need Someone to Represent Me?

You may appeal on your own, but you might also want to ask for assistance from someone familiar with the workers’ compensation system, such as a lawyer, a consultant, or an employers’ association.

You can get free help with your appeal from an employers’ adviser (see the end of this Guide for contact information).

To protect your privacy, we will not discuss your appeal with anyone but you unless you authorize a representative on the *Notice of Appeal* form. You can also file an *Authorization of Representative* form that gives us permission to do so. You will find both forms on our website.

How Can I Speed up My Appeal?

WCAT receives thousands of appeals each year. Your appeal will proceed more quickly if you:

- Include your WorkSafeBC file number and your WCAT appeal number on everything you send to WCAT.
- Write to us if you change your address or your representative.
- Send us new evidence that supports your appeal as soon as possible.
- Answer any questions we may have about your appeal as soon as possible.
- Attend your oral hearing on the scheduled date, or send us your written submission by the deadline we give you.

What Is a Stay, Why Would I Want One, and How Do I Get One?

Appealing a decision does not automatically delay its implementation. A stay is when we order a delay in the implementation of a WorkSafeBC decision (section 294 of the Act). A stay application usually concerns an order that the employer make a payment to WorkSafeBC or a worker. A stay is an extraordinary remedy, so may not be granted.

If we approve a stay, you would not have to pay WorkSafeBC or the worker while we are considering your appeal. You can apply for a stay on the *Stay Application* form (look for it on our website).

APPEALING A REVIEW DIVISION DECISION – EMPLOYER’S GUIDE

We will evaluate your stay application in terms of the following factors:

- Whether your appeal has merit
- Whether you would likely suffer serious harm if the stay were not granted (such as loss of a business)
- Which party would suffer more if the stay were granted or denied
- Whether granting the stay would endanger workers’ safety

We will not process your stay application if your appeal is late, unless you are granted an extension of time. We will also not process your stay application if your appeal is missing important information, or if you do not send us your written submission about the above factors, either with your notice of appeal or within **seven days** after we receive your *Notice of Appeal* form.

APPEALING A REVIEW DIVISION DECISION – GETTING HELP

Workers – Where Can I Get Help With My Appeal?

You can get free help with your appeal from the Workers' Advisers Office. To receive assistance with an appeal please visit their website www.labour.gov.bc.ca/wao.

If you are not able to access a computer please call the Workers' Advisers toll-free number: **1 800 663-4261**.

Employers – Where Can I Get Help With My Appeal?

You can get free help with your appeal from an employers' adviser. For toll-free advice anywhere in British Columbia, or information about the Employers' Advisers Office nearest you, please call: **1 800 925-2233**.

You can also visit the Employers' Advisers website: www.labour.gov.bc.ca/eao.

Where Can I Find More Information?

You will find more information about starting an appeal, including the *Notice of Appeal* forms, on our website.

For more information about a WorkSafeBC claim or a review at the Review Division, please contact:

WorkSafeBC: 1 888 967-5377

Review Division: 1 888 922-8804

WCAT Information Guides

(Available on our website – if you do not have access to the internet, call us and we will send you a copy.)

- *Appealing a Review Division Decision – Employer's Guide**
- *Appealing a Review Division Decision – Worker's Guide**
- *Certification to Court Submission Guide*
- *Direct Appeal Guide for Employers*
- *Direct Appeal Guide for Workers*
- *Indigenous Appellant Information Guide*
- *Judicial Review Guide*
- *Legal Action Guide*
- *Legal Action Guide (Certification to Court)*
- *Medical Evidence Guide**
- *Oral Hearing Guide**
- *Post Decision Guide*
- *Respondent's Guide**
- *Written Submission Guide**

APPEALING A REVIEW DIVISION DECISION – EMPLOYER’S GUIDE

* *These guides are also available on our website in some other languages.*

Filing Documents

You may file documents with WCAT by email at appeals@wcat.bc.ca or by fax and regular mail using the information in the section below.

WCAT Contact Information

Mailing Address

Workers' Compensation Appeal Tribunal
150 - 4600 Jacombs Road
Richmond, BC V6V 3B1

Phone Numbers

Telephone: 604 664-7800
Fax: 604 664-7898
Toll Free within BC: 1 800 663-2782

Website

www.wcat.bc.ca

If you have a
smart phone,
scan this code
to access our
website:

