

GREEN CERTIFICATE PROCEDURES INVOLVING WORKER'S COMPENSATION BOARD (W.C.B.) CLAIMS

Information for employers and trainees (**High School Trainees**)

In the event of an injury resulting from work activities for trainees registered on the Green Certificate Program, the Government of Alberta provides blanket job related accident insurance coverage through the [Workers Compensation Board](#) of Alberta. This coverage is provided to you through the Off Campus Education Policy of Alberta Education. Please refer to the terms of conditions outlined in the Off Campus Education Policy.

It is the responsibility of both the trainee and the trainer to record the injury in the accident report book. All minor & major injuries must be reported to your trainer and to your supervising teacher immediately. If the on-the-job injury requires medical treatment and the trainee is unable to work the next calendar day, the procedure for filing a claim is as follows:

1. Employers/trainers. Have the injured person see a doctor. Inform them that the trainee has received this injury while at a supervised site for school credits.
2. Tell the doctor that it is a claimable accident under Workers' Compensation through Alberta Learning (doctor's forms go to WCB directly)
3. Trainee completes the WCB's "*Worker's Report of Injury or Occupational Disease*" (C060) (Your claim number is 345912-6). Fill in "on behalf of Alberta Basic Education" beside the trainee's signature. Submitting this form to your Green Certificate school representative)
4. Trainer completes the WCB's "*Employer's Report of Injury or Occupational Disease*" (C040) (Your claim number is 345912-6). Fill in "on behalf of Alberta Basic Education" beside your signature. Submitting this form to your Green Certificate school representative)
5. For security purposes, the trainer, trainee & Green Certificate school representative should make copies of all reports submitted and keep on file for future reference
6. The school representative has 72 hours from the time of the accident to:
 - check the accuracy of all reports,
 - ensure **Alberta Basic Education's Claim Number (345912-6)**, all signatures and "on behalf of Alberta Basic Education" appears clearly on all copies.
 - submit copies of both reports to the following:
 - WCB (780) 427-5863
 - Alberta Education Curriculum Branch (780) 422-3745
 - inform the Regional Green Certificate Coordinator of the injury

PLEASE NOTE

ALL ACCIDENTS, whether lost time or not, should be entered in the Workplace Health & Safety's First Aid Records Sheets, or Incident Investigate Guide.

The registration form when approved by Alberta Agriculture, Food and Rural Development shall not be construed as a contract of employment of agency between the student trainee and the Government of Alberta. Except for the purpose of workers' compensation coverage, the student/trainee is not an employee or agent of the Government of Alberta. This coverage for farm work related accidents will continue up to 60 days from the achievement of certification to allow for the further registration sign up.

The Government of Alberta shall not be liable for any damage, including consequential damage, to the equipment or to the farm operation of the farmer caused by the student/trainee or incurred through the job site trainer's employment/training of the student trainee, Alberta Agriculture, Food and Rural Development may terminate this registrations at any time with notice in writing.