

Partnerships in Injury Reduction

"This is a great time to be in Alberta. Not only is our economy strong, more employers are investing in health and safety and it's paying off," says Guy Kerr, president and CEO, WCB-Alberta.

Guy Kerr, President & CEO
WCB-Alberta

20 / 20
Focus on safety

**20% fewer
claims**

—on average, PIR
companies have 20%
lower lost-time claim rates

**20% lower
premiums**

—earn up to 20%
discount on your
WCB premiums



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ALBERTA
food processors association

WCB Workers'
Compensation
Board
Alberta

Working for a safe, healthy, strong Alberta

What is PIR?

Partnerships in Injury Reduction (PIR) is designed to encourage injury prevention and the development of effective workplace health, safety and disability management systems. PIR is a voluntary program that operates through the combined efforts of the Workers' Compensation Board - Alberta, the Ministry of Jobs, Skills, Training and Labour (JSTL), industry partners, safety associations, employers and labour groups. PIR is also a component of JSTL's "Partnerships" initiative. This initiative is based on the concept that when employers and workers build effective health and safety systems, the human and financial costs of workplace injuries and illnesses can be reduced.

What are the benefits of enrolling in PIR?

By joining PIR and developing effective workplace health and safety management systems, you can earn up to 20% off your industry rate through:

1. Achieving or maintaining a Certificate of Recognition, and
2. Improving Your Performance, or
3. Maintaining Industry Leadership

PIR offers you an industry rate discount and encourages employers to develop health, safety and disability management systems.

Benefits of succeeding in PIR may include:

- Minimized accident costs (direct and indirect)
- Improved worker productivity
- Improved employee well being and job satisfaction
- Lower WCB premiums

What is a Certificate of Recognition (COR)?

An Alberta Certificate of Recognition (COR) is essential to WCB's PIR program and a key component of JSTL's Partnerships program. The COR is issued to employers who have successfully implemented a basic workplace health and safety management system. The components of a workplace health and safety management system will vary depending on the nature and scope of individual businesses, but to be effective the following elements are considered essential:

- Company policy and management commitment
- Worker qualifications, orientation and training
- Hazard identification
- Hazard control
- Ongoing inspections
- Emergency response
- Incident investigation
- Program administration

Once an employer has developed and implemented their workplace health and safety management system, it must be independently audited. Audits are coordinated through a Certifying Partner appropriate to their industry. For a list of Certifying Partners, go to <http://employment.alberta.ca/SFW/337.html>. The Certifying Partner then reviews the audit for compliance with quality standards. If the audit meets all of the standards, the Certifying Partner, in conjunction with JSTL, will issue a COR to the employer.

Once a COR has been issued, it is valid for a three year period as long as all maintenance requirements are met. The employer is responsible for completing internal audits for each of the next two years. When the COR expires after three years, another external audit must be conducted to renew the COR. There may be a cost associated with an audit. Please check with your Certifying Partner.

"Employers should take advantage of the benefits of PIR membership. We have a safer workplace, increased involvement and higher morale because of it."

W.J. (Bill) Atchison, president & CEO, Quinn Contracting Ltd.

“We believe the PIR program and performance pricing are positive steps for our members. This is a win-win system for everyone—safer, healthier workplaces and better education for workers while companies have an opportunity to earn great incentives.”

Jodi Stoddart, Administrator, Alberta Association for Safety Partnerships

What are the advantages of attaining a COR?

- Maintain a quality health and safety system, to reduce accidents and improve employee morale.
- Gain recognition for your health and safety standards from industry experts, other employers and contractors.
- Qualify for PIR and other WCB premium refunds.

Can an employer earn a discount without having a COR?

It takes time to build effective health, safety and disability management systems. To acknowledge this, a special feature was built into the PIR program to motivate employers whose programs have not yet reached the COR standard. PIR provides a one-year grace period in which you can achieve your COR and still earn a discount by Improving Your Performance. If you have registered in PIR with WCB and you have not earned your COR by the end of the year, the discount for Improving Your Performance will be carried forward for one year. If the COR has been achieved by the end of the next year, the discount held will be paid to the employer. If the COR is not achieved, the discount will be forfeited.

What is a Certifying Partner?

JSTL enters into formal partnerships with organizations who wish to take a leadership role in the promotion and development of workplace health and safety in Alberta. A Certifying Partner is recognized by JSTL as an organization having the ability to assess health and safety audits for quality and to jointly issue Certificates of Recognition to employers. For a list of Certifying Partners, go to <http://employment.alberta.ca/SFW/337.html>.

Does it matter which Certifying Partner I choose?

There are benefits in selecting a Certifying Partner familiar with your industry. In many cases, you are already paying fees toward a safety association through your WCB premiums. As such, your company may receive more cost-effective services through your association. However, you have the option of approaching any Certifying Partner to assist you in achieving or maintaining your COR. Factors to consider may include:

- Location of the Certifying Partner
- Training Costs
- Availability of Courses
- Cost of Completing Audit Requirements
- Industry Expertise

For a complete list of Certifying Partners, please visit <http://employment.alberta.ca/SFW/337.html>.

How can I reduce my WCB premiums?

By joining Partnerships in Injury Reduction, you can reduce your WCB premium in one of three ways:

- Achieve or maintain an Alberta Certificate of Recognition (COR), and
- Improving Your Performance, or
- Maintain Industry Leadership

WCB will award an industry rate discount based on the highest score obtained among the three incentive opportunities, up to a maximum discount of 20%. However, you must have your COR before any discount can be awarded.

FIRST

5% For a Certificate of Recognition (COR)

By maintaining or recertifying an Alberta COR, an employer is eligible for a 5% industry rate discount.

A 10% industry rate discount applies for the first year for employers achieving their COR for the first time.

THEN

1-20% For Improving Your Performance

The Improving Your Performance measure compares your current accident performance to your historical performance. Claim costs transacted in the measurement year compared to claim costs transacted in the prior year are used to measure success in both preventing injuries and managing claims that occur. You can earn an industry rate discount of 1% for every 1% improvement up to a maximum of 20%.

Improvement in Claim Costs Performance Over Prior Year	PIR Discount
2%	5%*
10%	10%
20% or better	20%

***10% in first year for first year COR holders.**

OR

10-20% For Maintaining Industry Leadership

This measures improvements in your claims experience in comparison to the average for your industry's rate group over the same period. To earn discounts from this measure, you need an Alberta COR and claim costs that are at least 50% lower than the industry average for two consecutive years.

Percentage lower than industry average claim costs for two consecutive years	PIR Discount (including COR discount)
50% or lower	10%
65% or lower	12.5%
80% or lower	15%
90% or lower	20%

NOTE: You will receive the highest of the three discounts earned, up to a maximum of 20%.

What if I have more than one account or operate in more than one industry?

Employers with more than one account or who operate in more than one industry have the option of having the accounts/industries measured together or separately. If they are measured together, insurable earnings and claim costs are pooled together and a PIR discount is calculated based on the performance of all the accounts/industries collectively.

It is an advantage to most employers to register each industry separately to maximize discount potential. For details, please call WCB Underwriting at 780-498-7936.

How can I monitor my company's progress?

Two reports are available to help you monitor your progress within PIR. The Executive Summary and the PIR Claims Summary offer up-to-date information on your PIR discount status.

The Executive Summary

This report offers a one-page overview of an employer's status in the PIR program. Information that can be found in the Executive Summary includes:

- The time period(s), account(s) and industry(ies) used to calculate PIR premium discounts.
- Your total claim costs and insurable earnings compared to the industry average.
- The potential industry rate discounts that may be awarded by each measure.
- Your COR status as of the date of issue.
- The ultimate discount that may be awarded by PIR.

Partners in Injury Reduction Executive PIR Summary Report

WCB Workers' Compensation Board
Alberta

SAMPLE COMPANY
ATTN: JOHN DOE
P.O. BOX 1234
ANYTOWN, AB T0A 1B2

PIR Incentive Status
Measurement Type: Individual
Simulation Year: 2001

Account	Industry	Description	COR	Eligibility Factor
010001	4000	MOBILE EQUIPMENT OPERATION	Y	1

Your PIR discount for the rate year 2001 will be based on the best result among the three measures:

A. Improving Your Performance

2001 Information		2000 Information	
Costs From 1999-2001	\$77,148.70	Costs From 1998-2000	\$174,967.55
1999-2001 Earnings	\$39,499,818	1998-2000 Earnings	\$47,144,374
Expected Costs (0.00285 x \$39,499,818)	\$112,559.17	Employer Rate (Claims/EE)	0.002820

Projected Discount using this measure:
Projected Costs / Expected Costs = ...

The PIR Claims Summary

The PIR Claims Summary offers more detailed information about the Improving Your Performance and Maintaining Industry Leadership measures. This report includes the following pieces of information:

- The name of the injured worker
- Claim number
- Accident date
- Total claim costs
- Cost relief
- Costs over maximum per claim cost (MPCC**) or maximum per incident cost (MPIC**)
- PIR costs for each occurrence within the transaction years

**See glossary of terms page 8

Partners in Injury Reduction Claims Summary Report

WCB Workers' Compensation Board
Alberta

SAMPLE COMPANY
ATTN: JOHN DOE
P.O. BOX 1234
ANYTOWN, AB T0A 1B2

PIR Incentive Status
Measurement Type: Individual
Simulation Year: 2001

Account	Industry	Description	COR	Eligibility Factor
010001	4000	MOBILE EQUIPMENT OPERATION	Y	1

A. Improving Your Performance

Current Year: 2001

Occurrence Year: 1999	Account: 010001	Industry: 4000				
Name	Claim No.	Accident Date	Total Claim Costs	Cost Relief	Costs over MPCC or MPIC	PIR Costs
CLARA	000001	18/01/99	\$1,234.56	\$1,234.56	\$0.00	\$0.00
CLARA	000002	18/02/99	\$1,123.45	\$1,123.45	\$0.00	\$0.00
CLARA	000003	18/11/99	\$1,123.45	\$1,123.45	\$0.00	\$0.00
Total:	000000	12/6/99	\$3,481.46	\$3,481.46	\$0.00	\$0.00

Occurrence Year: 2000

Account: 010001	Industry: 4000					
Name	Claim No.	Accident Date	Total Claim Costs	Cost Relief	Costs over MPCC or MPIC	PIR Costs
CLARA	000004	18/03/00	\$1,123.45	\$1,123.45	\$0.00	\$0.00

For more information on the Executive Summary and PIR Claims Summary reports call 780-498-7936 for the interpretive guides.

"PIR is an essential annual audit system. Last year, our audit identified a number of areas that needed improvement. We took this as a wake-up call to remind us that safety requires constant effort."

How can WCB help my company lower claim costs?

WCB offers services such as disability management, consulting, evaluation and training to help you lower claim costs. These services provide your company with information on:

- Injury response, reporting and investigation
- Case coordination
- Modified work programs
- Program administration
- Disability management self evaluation
- Management of workplace injury liabilities

Please call 780-498-4694 in Edmonton, 403-517-6133 in Calgary, or 1-866-498-4694 (toll free in Alberta) for more information.

WCB also offers employers a variety of pricing incentives to reflect accident experience and stimulate employer accountability. For more information about WCB's performance pricing plans, contact 780-498-7936.

"I was originally tasked with updating our safety program for an external audit. I am proud to say that we passed, and since then, our time-loss claims have dropped steadily. I recommend involvement in PIR to any company willing to participate in a program that can substantially reduce their WCB premiums and protect their employees from injury."

Vince Cerisano, accountant & safety program manager, Crystal Glass Canada

What tools are available to help me better manage my business?

- **Electronic Injury Reporting** to WCB is secure, simple to use and free. No paperwork, no faxing, quick turn-around and claim numbers provided quickly.
- **Direct Employer Clearance Certificates (DECC)** This self-service system allows you to electronically request and receive Clearance Certificates on your contractors and subcontractors.
- **Loss Control Report (LCR)** allows you to electronically request and receive Claim Cost History and Pricing Program reports. It currently consists of six standard employer and industry reports, which will give you access to key data, quickly.

To access these services visit www.wcb.ab.ca, **online services** to obtain or report information. If you require assistance contact the eBusiness Support Team at 780-498-7688 (in Edmonton) or 1-866-922-9221 (in Alberta).

Do other PIR partners offer assistance?

Yes. By contacting JSTL, industry or safety associations, Certifying Partners or other employers, there is a tremendous support network for employers building health, safety and disability management systems. For example, most certifying partners offer training programs, consulting services, peer audit services, program building, audit and auditor training.

"There's a sense of pride that comes from going through the process of getting COR. It lets staff know that we care about their safety and we don't want them to hurt themselves when they're on the job."

Dave Fritz, area director, Chili's Texas Grill

Partnerships in Injury Reduction – Employer Registration Form

Employer Name:	Trade Name:	
Employer Address:		
City:	Province:	Postal Code:
Contact Name:	Title within the Company:	
Address:		
Phone:	Fax:	E-mail:

Please note that a Certifying Partner must be identified or your PIR registration cannot be processed.

Please identify below the account number, corresponding industry code and Certifying Partner (for a list of Certifying Partners, go to <http://employment.alberta.ca/SFW/337.html>.) of all the accounts you would like to register within the PIR program. In addition, if PIR information is to be sent to another contact, please indicate their name, phone number, mailing address and fax number below.

Account Number	Industry Code	Certifying Partner Alberta Food Processors Association
Contact (If Different From Above)	Phone No. (If Different From Above)	Fax No. (If Different From Above)
Mailing Address (If Different From Above)		

Account Number	Industry Code	Certifying Partner
Contact (If Different From Above)	Phone No. (If Different From Above)	Fax No. (If Different From Above)
Mailing Address (If Different From Above)		

If you require additional space please attach the remainder of the list to this document.

If registering more than one account or industry, how would you like them to be measured in the PIR program?

<input type="checkbox"/> Individually	<input type="checkbox"/> Together (Insurable earnings and claim costs are pooled. A PIR discount is based on the performance of all accounts or industries collectively)
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How often would you like to receive PIR progress reports?

<input type="checkbox"/> Monthly (LCR)
--

Yes, as an authorized representative of my Company, I have read the Terms and Conditions of Participation and identified the accounts and industries I would like to register in the Partnerships in Injury Reduction program.	
Name (Print):	Title:
Signature:	Date:

This form must be received by WCB's Underwriting Department before December 31 to be eligible for the PIR program for that year. Please submit by fax 780-498-7874, Email pdrm_wcb_pir@wcb.ab.ca or mail to Workers' Compensation Board-Alberta, Underwriting Department, P.O. Box 2415, Edmonton, AB T5J 2S5

It is up to the employer to be aware of terms and conditions that apply to the year of registration.



PS003

TERMS & CONDITIONS OF PARTICIPATION

The following are terms and conditions for participation in the PIR Program as of 2005.

1. Employers may register in PIR prior to achieving an Alberta Certificate of Recognition (COR). New COR holders will be automatically registered and eligible for PIR refunds effective the year they achieve their COR.
2. Registration in PIR is automatically renewed annually, unless the employer is notified by WCB.
3. Employers shall have the option to withdraw subject to the following conditions:
 - (a) Notice of intent to withdraw may be provided at any time:
 - If participating on an individual basis the registration will be rescinded immediately.
 - If participating on a collective or group basis the withdrawal shall be effective at the end of the registration year unless all participating accounts withdraw.
 - (b) Withdrawal will be confirmed in writing.
4. The Alberta COR must be achieved and maintained in accordance with the standards set by JSTL to receive discounts. Employers who cease business before the end of the year must have completed the applicable audit for that year, prior to ceasing business, to be eligible for a PIR refund.
5. Measurement is based on total claim costs with individual claims subject to a maximum per claim cost (MPCC). The MPCC is 10% of the employer's industry rated premium for the PIR experience period, up to the maximum annual insurable earnings covered by WCB. Where the MPCC is calculated as less than \$1,600, the MPCC shall be \$1,600.
6. Measurement for Improving Your Performance uses costs transacted in the measurement year compared to costs transacted in the prior year. (For example costs transacted in the measurement year, on claims from this year and two prior years, are compared to costs transacted in the previous year, on claims from that year and two prior years.)
7. Measurement for Maintaining Industry Leadership compares the measurement year's experience period costs to the industry's rate group average costs for this year. It also compares the previous year's experience period costs to the industry's rate group average costs for this year. If measurements are 50% or lower than the industry's rate group average in both years the employer is eligible for a discount. For this measurement the experience period includes the year plus two prior years.
8. Employers may qualify for an industry rate discount under one of the following three measures:*
 - (a) A minimum industry rate discount of 5% with possession of a valid COR (with exception of first time COR holders PIR incentive which is 10% in the first year).
 - (b) An industry rate discount of up to 20%** for the "Improving Your Performance" measure. (With this measure employers in the process of achieving COR for the first time have a one year grace period to achieve their COR, otherwise the discount is forfeited. Employers must be registered in PIR in the year the discount is earned to be eligible for the grace period.)
 - (c) An industry rate discount of up to 20%** for "Maintaining Industry Leadership" for two consecutive years. This incentive does not have a grace period.

*Based on the measure that provides the highest refund.
**The PIR discounts for "Improving Your Performance" and "Maintaining Industry Leadership" are subject to an eligibility factor, based on the length of time the employer account was open during the PIR period.
9. Net premium paid must be at least 40% of the Industry Base Premium or \$200 whichever is greater.
10. Discounts will be paid in the year following qualification for the PIR discount*, pending confirmation of the employer's insurable earnings and compliance with WCB requirements.

*Discounts will be paid to the first time COR holders in the year a COR is achieved. The discount will be adjusted in the following year for payroll reporting and for incentives earned under other measures which exceed the amount paid in the first year.
11. Calculations are done on a one-time basis and are not subject to recalculation unless:
 - (a) The employer's operations have been retroactively reclassified.
 - (b) The employer's account structure is retroactively changed.
 - (c) Where otherwise deemed warranted by the Workers' Compensation Board-Alberta.
12. Employers may be subject to a Claims Audit and non-compliance may result in discounts being withheld or repayment of previously paid refunds.
13. Employers must comply with all provisions of the *Alberta Workers' Compensation Act*.
14. Employers must comply with all provisions of the *Alberta Occupational Health & Safety Act* and the *Canada Labour Code*, where applicable.
15. In the event of a violation of the *Alberta Occupational Health & Safety Act*, the *Alberta Workers' Compensation Act* or the *Canada Labour Code*, WCB reserves the right to terminate an employer's participation in PIR, and collect previously paid refunds.
16. Employers with multiple accounts and/or industries may choose individual or group participation for their operations. In any event an employer must designate each account and each industry that is to be registered in PIR.

For more information on PIR Registration call 780-498-7936

As a courtesy, send a copy of your registration to your Certifying Partner.

Glossary Of Terms

Claim Costs

- Amounts paid by WCB to injured workers, medical providers and suppliers for compensation benefits, medical aid or rehabilitation on a claim.

Eligibility Factor

- The number of years an employer's account was open during the three-year PIR measurement period divided by three. The following eligibility factors will apply:

Years of PIR Experience	Eligibility Factor
1	1/3
2	2/3
3	3/3 =1

Industry Average Claim Costs

- The 'average' three-year claim cost total for an employer of comparable size.

Industry Rated Premium

- The amount of premium an employer would have paid if experience rating or some other program had not adjusted their rate.

Insurable Earnings

- The portion of a worker's gross earnings on which employers report and pay WCB premiums.

Maximum Per Claim Cost (MPCC)

- Limits the amount that can be charged to an employer for a single claim. The MPCC is 10% of the employer's industry rate premium for the experience period, up to a maximum annual insurable earnings covered by WCB.

Maximum Per Incident Cost (MPIC)

- Limits the impact of rare cases where a single incident results in multiple claims for an employer. The MPIC is capped at twice the maximum insurable earnings amount to protect employers against random incidents where multiple claims occur.

Occurrence Year

- The year in which the workplace accident occurred.

PIR Experience Period

- The tracking of claim costs paid in the registration year (for claims occurring in the registration year and two prior years) compared to the same period for the previous year).

Transaction Year

- The year in which claims costs are paid.

"Initially, we did have a few growing pains with regards to expanding our safety programs at the same rate that our company was growing. We didn't necessarily have appropriate measurement tools in place. Initiatives like the PIR program really helped us identify what areas needed work."

"Speaking from the position of a transcontinental organization, this province is a leader in promoting workplace safety. Areas all across Canada are now starting to catch on. The biggest winners, however, are the employees that benefit from these incentives."

**Betty MacNichol, safety manager,
Costco Canada**



Phone: 403.201.3657 ext. 28
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Website: www.afpa.com

For more information contact:

**Workers' Compensation Board-Alberta
Customer Contact Centre**

Phone: 780-498-3999 (Edmonton)
Toll Free: 1-866-922-9221
Fax: 780-498-7999 (Edmonton)
Phone: 403-517-6000 (Calgary)
Fax: 403-517-6201 (Calgary)

Email: pdrm_wcb_pir@wcb.ab.ca
Website: www.wcb.ab.ca

Ministry of Jobs, Skills, Training and Labour

Occupational Health and Safety
Phone: 780-415-8690
Toll Free: 1-866-415-8690

Website: <http://work.alberta.ca>

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Call us toll free at **1-866-WCB-WCB1 (922-9221)**

Visit our website at **www.wcb.ab.ca**



Working for a safe, healthy, strong Alberta