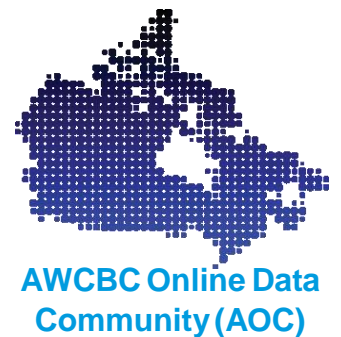


# National Work Injuries Statistics Program (NWISP) Committee



## New Member Orientation Guide



# Table of Contents

- Welcome ..... 4**
- AWCBC ..... 4**
  - AWCBC Committee Structure..... 5
  - AWCBC Strategic Plan ..... 5
- NWISP Committee..... 5**
  - NWISP Committee Terms of Reference ..... 5
  - Our Mission..... 5
  - Our Mandate ..... 6
  - Strategic Priorities..... 6
    - 1. Quality and Consistency ..... 7
    - 2. Statistical Information and Publications..... 7
    - 3. Program Evolution and Maintenance ..... 7
  - Our Strategy..... 7
  - NWISP Sub-committees ..... 8
    - Coding Technical Committee (CTC)..... 8
    - Data Submission & Analytics Committee ..... 8
  - The 5 year business plan ..... 9
    - Key deliverables our five year business plan:..... 9
  - Our Work Plan .....10
  - NWISP Committee Documentation.....10
- AWCBC Online Data Community (AOC).....10**
  - What is the AOC? .....10
  - How do I access the AOC? .....10
- NWISP Data .....11**
  - What is NWISP data? .....11
  - NWISP Standards .....11
    - NWISP (Injury) Standard.....11
    - Industry Standard.....12
    - Occupation Standard .....12
    - Conversion Tables .....12

<b>NWISP Data Submissions and Tools</b> .....	<b>12</b>
Submission Process and Approval.....	12
Submission Checklist .....	13
Data Submission – Protocols .....	13
Data Submission – Record Layout.....	13
Data Check and Invalid Code Combinations .....	13
<b>NWISP Coding</b> .....	<b>14</b>
Coding Tools .....	14
Coding Manual.....	14
Coder’s Reference Manual .....	14
Invalid Code Combinations .....	14
Issue Management .....	15
Issue Management .....	15
Coding Exercise and Coder Training .....	15
Coding Exercise.....	15
Coder Training Tool .....	15
<b>NWISP Reporting and Data Publication</b> .....	<b>15</b>
Publishing NWISP Data.....	15
NWISP Publication .....	16
AWCBC Website – Summary Tables, Infographic.....	16
NWISP Data Extraction and Ad Hoc Requests .....	16
<b>Summary</b> .....	<b>16</b>
<b>Contact Us – Support</b> .....	<b>16</b>
<b>Appendices</b> .....	<b>17</b>
AWCBC Committee Structure Fact Sheet.....	18
NWISP Committee Terms of Reference .....	20
NWISP Work Plan .....	26
NWISP Fact Sheet.....	31

# NWISP New Member Orientation Guide

## Welcome

Welcome to the National Work Injury Statistics Program (NWISP)!

We are proud and excited to have you on our team! We fulfill an important national role in terms of collecting and presenting work injury statistics. Our statistics are used by other Boards and Commissions, private and government agencies, safety associations, media and even Statistics Canada to understand work injuries in Canada. Data is key to understanding an environment and our information is used by organizations to understand workplace injury and how to better manage workplace injury.

Your involvement in this committee as your jurisdiction's representative is very welcome. Your participation and input will be the keys to the ongoing success of our work for years to come.

The Guide you are about to read is meant to introduce you to the committee in terms of what we do and how we do it. The first portion of the document introduces you to the AWCBC. The second section gives you an overview of the NWISP Committee itself and covers our mission, vision and priorities. Next we introduce you to AWCBC's Online Data Community (what we like to call the "AOC") which is the online platform we use to collect and publish our data. Then we take you through: what NWISP data is; NWISP data submissions and tools; and coding. Finally we introduce you to our end product, NWISP reporting and publication.

We hope you find this Guide useful.

The Chair and the Executive Sponsor of the committee will also be speaking with you to see if you have any questions or observations about the committee and our mandate and what we are all about.

Thank you again for volunteering your time and being part of the NWISP Committee and on behalf of our committee, we very much look forward to working with you!

## AWCBC

The Association of Workers' Compensation Boards of Canada (AWCBC) is a non-profit organization funded by the Canadian Workers' Compensation Boards and Commissions (WCBs). We've been facilitating the exchange of information between WCBs since 1919.

AWCBC manages the NWIS program, which we took over from Statistics Canada in 1996.

To find out more about AWCBC, visit our website at: [www.awcbc.org](http://www.awcbc.org).

## AWCBC Committee Structure

The NWISP Committee is one of AWCBC's seven formal committees. For more information about AWCBC's committees, please see our [AWCBC Committee Structure Fact Sheet](#), included as an appendix.

## AWCBC Strategic Plan

The NWISP Committee's activities, strategies, and work plan all come under the framework of AWCBC's overall strategic plan. For more information on this, see AWCBC's website for our current [Strategic Plan](#). You'll need to have a member account with us to access this section of our site. If you don't already have one, get in touch with us by email at [contact@awcbc.org](mailto:contact@awcbc.org) or by phone at 1-855-282-9222.

## NWISP Committee

### NWISP Committee Terms of Reference

The best place to get started learning about this committee is by taking a look at our [Committee Terms of Reference](#), which you can find as an appendix to this document. The Terms of Reference includes the role and purpose of the committee as well as the roles of the different members of the NWISP Committee, such as our Executive Sponsor, Co-Chairs, the AWCBC and the Committee Members themselves. It also outlines meeting protocols and reporting to AWCBC Executive Committee.

We encourage you to read through the [Terms of Reference](#).

### Our Mission

Our mission is very straight forward and stable. Statistics Canada at one time was the collector of workers' compensation injury statistics. Many years ago, that function was delegated to the AWCBC through the NWISP Committee. Our obligation is to have accurate information we can provide to our stakeholders. Our mission is therefore:

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*To assist Boards and Commissions to code work injury data consistently and accurately by continuously improving standards, tools, practices, education and programs.*

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## Our Mandate

Our mandate is:

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*In collaboration with Boards and Commissions, the National Work Injury Statistics Program collects, collates, analyses and disseminates national comparable statistical data on work injuries and diseases. The program promotes and communicates relevant statistical data and analysis and information, and it provides insight and expert knowledge of the data.*

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## Strategic Priorities

Our mission is relatively straightforward and therefore, the priorities that flow from that are also quite straight forward. We need measurable ways to know we are consistent across the country and we need concrete strategies that allow us to promote that consistency.

Consistency in data is important but should not be confused with “every WCB will do everything the same”. That’s not our mandate because every jurisdiction has a slightly different way of doing things. Some will do coding at the 30 day mark in a claim. Some will code only Lost Time Claims and some will code in conjunction with registering a claim (day 0) and code absolutely everything.

Similarly, some WCBs have whole teams of coders they employ while some of the smaller ones might be lucky to have one full time coder and/or a person who codes for part of their day and then does case management or other functions as well.

Our priority therefore is to make sure that we are all the same in terms of how we see the code – not the process. For instance, a postal worker gets stung by a bee during his/her route. Can we provide reasonable assurance to our stakeholders that we would code Nature of Injury (NOI) as a bee sting rather than an insect bite? NWISP’s mandate is to ensure we can say that with confidence so we set a target of 80% in terms of number of jurisdictions who will see one scenario in the same way in terms of how to code it.

If we can conclude we provide high quality coding because we’re consistent in how we view things across the country then that’s job 1. Job 2 is all about ensuring we have a way to get our data to our stakeholders for their consumption. To do this effectively we need to consider our data collection process, our technology, etc.

Finally, our job as a committee is to look around us and understand our current environment (economics, politics, etc) and our future environment to know how we can ensure our product meets the needs of our constantly changing stakeholder group (employers, media, safety associations, other WCBs, etc). Evolving our plans and objectives accordingly is our mandate as a steward of these national statistics.

Our priorities are, therefore:

### 1. Quality and Consistency

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NWISP is a program focused on collecting, evolving and disseminating primary injury data. Maintaining consistency and accuracy of high quality injury data by collaborating with WCBs by adapting the current standards, tools and practices. Ensuring our codes stay relevant and the program as a whole is well maintained is the main component to us delivering on our mandate.

### 2. Statistical Information and Publications

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Collection and distribution of high quality injury data through strong information management (IT) techniques and methodologies ensures our stakeholders have access to information that helps them understand the types of injuries workers across the country are encountering and how they are getting injured. We will continue to collect, collate and disseminate nationally comparable statistical data on work injuries and diseases.

### 3. Program Evolution and Maintenance

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To be successful we must continue to evolve the NWIS program. We strive to continually develop and maintain a long term strategic plan to continually shape the NWISP Committee's future state. We aim to promote and communicate relevant and current statistical data analysis and information in order to provide insight and expert data knowledge.

## Our Strategy

NWISP has the benefit of having a very stable mandate. Our job is to provide high quality information to our stakeholders.

In order to achieve that, the goal of our committee is to ensure we remain focused on our mandate and we remain committed to taking the steps needed to evolve and maintain the infrastructure that allows that consistency and quality to be achieved.

The key component of our strategy is our sub-committees and our people who make up these sub-committees. It is the sub-committees that each have a mandate that when completed, tie us all together to fulfill our vision of providing high quality national work injury statistics. For more information on our sub-committees, see [NWISP Sub-committees](#) below.

The NWISP Committee provides the mechanisms through which we can share information both in terms of data and in terms of discussion. It is here infrastructure is created to support learning for any jurisdiction requiring it and it is here that infrastructure is created to provide the most current information to all coders across the country.

Over the coming five years, our strategy involves a continual evolution of the processes that yield superior statistics. Updating our nationally accessible training manual, keeping our on-line tools up to date and accessible to ensure information and manuals are always current and

making sure we continually communicate with our internal and external stakeholders. For more information on this, see the [5 year business plan](#) below.

## NWISP Sub-committees

As mentioned above, the NWISP Committee has two sub-committees that oversee integral aspects of the NWIS program.

### Coding Technical Committee (CTC)

Our Coding Technical Committee (CTC) facilitates national calibrations where all jurisdictions participate in a common coding exercise so we can not only see how close we are in how we each perceive common scenarios, but also prompts discussion around how codes need to evolve and change to stay current. It is the work of this sub-committee that ensures national consistency and ongoing relevancy of the data we produce.

The purpose of the CTC is to resolve the more complex coding-related issues and determine new codes required within the Coding Manual as a result of a difficult coding issue.

The sub-committee will resolve coding issues that have national application. This could include making decisions/recommendations that impact the NWISP Coding Manual.

The sub-committee will provide advice and direction to initiatives relating to quality control. Such initiatives may relate to: the coding exercise; quality control procedures; quality control tools (Data Check, Coder Training, Invalid Combination editing etc.); a review of the rules or codes in the Coding Manual; or other areas that would affect the quality of the coding.

For more information on the Coding Technical Committee, including Terms of Reference and contact lists, visit our Committee Collaboration Forum. See [Committee Documentation](#) below for how to gain access to the site.

### Data Submission & Analytics Committee

Our Data Submission and Analytics Committee produces the data. By finding the means within each jurisdiction to extract the data, report on the data and quality control the data for accuracy, we ensure we provide high quality information which, in turn, produces high quality reporting for our stakeholders.

The principal goal of this sub-committee is to provide a forum for jurisdictional partners to engage in discussions and knowledge sharing relating to the preparation, submission, and presentation of NWISP data. Additionally, the sub-committee will strive to promote research and education focusing on matters of interest relating to workplace injuries and other emerging trends within the context of NWISP data content and usage.



For more information on the Data Submission & Analytics Committee, including Terms of Reference and contact lists, visit our Committee Collaboration Forum. See [Committee Documentation](#) below for how to gain access to the site.

## The 5 year business plan

Because our mandate is stable, we have the ability to put together a long term strategy to ensure the fundamentals underneath our mission/vision are continually maintained and strengthened.

We call that our “5 year business plan” and that’s important because that document will state, over the long term, what we intend to achieve in order to maintain and strengthen the program and fulfill our mandate.

It’s a document the Co-chairs and Executive Sponsor are responsible to put together and involve the committee as a whole in terms of getting input into its creation and in terms of ensuring it remains a living document for the entire plan period.

Our first 5 year plan started in 2014 after consultation with the committee in 2013. Using the “talking stick” approach in our meetings, we spent considerable time talking about what the committee thought was important and what kinds of things the committee thought would be vital in order for us to be able to strengthen the program.

Things like improved coder training, standardized submission processes, ongoing website (“the AOC”) maintenance, coding calibration and NWISP Committee “structure” clarification were all items that came from that discussion and made it into our five year plan.

The key deliverables of our 2014-18 plan are noted below. The full “five year business plan” document is housed in our site within the AWCBC site. See [Committee Documentation](#) below for how to gain access to the site.

### Key deliverables our five year business plan:

The pillars of our strategy are clear. In order to continue to strengthen those pillars, NWISP as a committee agreed the following items would need to be accomplished in order to ensure the underpinnings and fundamentals of a successful long term NWISP program would be secure:

1. Role clarity.
2. Succession planning and transition planning.
3. Creation of orientation materials for new committee members.
4. New on-line coder training.
5. Updated on-line data tools.
6. Continued achievement in managing national calibration (coding consistency) process.
7. Stakeholder communication process.

## Our Work Plan

Every year at the AWCBC All Committees Meeting, this committee updates its work plan. The work plan sets out our mandate and goals and outlines the committee's activities for the upcoming year to achieve our mandate and goals. You can find our latest [NWISP Committee Work Plan](#) attached as an appendix to this document.

## NWISP Committee Documentation

You can find committee documentation including our Terms of Reference, the 5 year business plan, our work plan, minutes, meeting materials and contact lists on our [Committee Collaboration Forum](#).

If you don't already have an account with us, or need access to the NWISP section of the collaboration forum, please get in touch with us by email at [contact@awcbc.org](mailto:contact@awcbc.org) or by phone at 1-855-282-9222.

## AWCBC Online Data Community (AOC)

### What is the AOC?

The AWCBC Online Data Community (AOC) provides a platform for members to enhance coding consistency, submit jurisdictional NWISP data and extract data for the purpose of comparison and analysis.

The AOC also houses AWCBC's Key Statistical Measures (KSMs) which are measures outside of NWISP data that is also submitted by WCBs and published on the AOC. The KSMs are overseen by another AWCBC committee, the Financial and Statistical Data Comparability Committee (commonly referred to as the CFO Committee).

### How do I access the AOC?

You can find the AOC at: <https://aoc.awcbc.org>.

If you don't already have an account with us, or need access to the NWISP section of the AOC, please get in touch with us by email at [contact@awcbc.org](mailto:contact@awcbc.org) or by phone at 1-855-282-9222.

If you have any questions about the AOC, don't hesitate to get in touch.

## NWISP Data

### What is NWISP data?

The National Work Injury Statistics Program (NWISP) publishes:

- (1) Lost Time Claims; and
- (2) Fatality data.

This data can be further broken down by the following variables:

- (a) Years;
- (b) Jurisdictions;
- (c) Industry;
- (d) Occupation;
- (e) Nature of Injury or Disease;
- (f) Source of Injury or Disease;
- (g) Part of Body;
- (h) Event or Exposure;
- (i) Age; and
- (j) Gender.

NWISP data is submitted to the AWCBC by WCBs online using AWCBC's Online Data Community (AOC).

For more information on NWISP data, see our [NWISP Fact Sheet](#) included as an appendix.

### NWISP Standards

The NWIS program uses the following 3 Standards:

1. [NWISP \(Injury\) Standard](#)
2. [Industry Standard](#)
3. [Occupation Standard](#)

#### NWISP (Injury) Standard

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The NWISP Standard contains the coding structure for the following variables:

- (a) Nature of Injury or Disease;
- (b) Part of Body;
- (c) Source of Injury or Disease;
- (d) Event or Exposure; and
- (e) Secondary Source of Injury or Disease.

The NWISP Standard is contained in our Coding Manual. For more information, see [Coding Manual](#) below.

AWCBC currently publishes data in the latest NWISP Standard, NWISP 2012.

### Industry Standard

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AWCBC publishes the industry variable using Statistics Canada's Standard Industry Classification (SIC) 1980.

Individual WCBs may code the industry variable using another standard, such as NAICS, or another version of SIC. If they do, data is converted when submitted to AWCBC. For more information, see [Conversion Tables](#) below.

### Occupation Standard

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AWCBC publishes the occupation variable using the Government of Canada's National Occupation Classification (NOC) 2006.

Individual WCBs may code the occupation variable using another standard, such as another version of NOC or their own custom standard. If they do, data is converted when submitted to AWCBC. For more information, see [Conversion Tables](#) below.

### Conversion Tables

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If your WCB codes to different standards than used by the AWCBC for injury (NWISP 2012), industry (SIC 1980), or occupation (NOC 2006), data will be converted when submitted on AWCBC's Online Data Community (AOC). You can find code standards and conversion tables online at [Code Standard Versions](#).

If your jurisdiction is using (or plans to use) a coding standard we don't already have on the AOC, please let us know and we'll make arrangements to include the new standard online.

## NWISP Data Submissions and Tools

### Submission Process and Approval

Jurisdictions submit NWISP data annually on AWCBC's Online Data Community (AOC) using the procedures set out in the [User Manual](#) (see *User Manual for how jurisdictions submit*).

The general online submission process is:

1. Enter annual totals for Lost Time Claims and Fatalities.
2. Complete the [Submission Checklist](#).
3. Upload your Lost Time Claim and Fatality files and submit data.
4. If there are no errors (see [Data Check](#)), review summary tabs of data submitted to ensure data accuracy, and approve data for external publication.

NWISP submissions are due July 31<sup>st</sup>.

## Submission Checklist

The Submission Checklist collects information on the coding practices and procedures as well as the standards used by each WCB. This information is critical and assists the AWCBC with the identification of potential differences when comparing jurisdictions and highlights items that may impact data and trends over time.

## Data Submission – Protocols

The Data Submission Protocols provide information to help you prepare your Lost Time Claim file and Fatality file for your annual NWISP data submission and should be used as a reference in conjunction with the Record Layout document.

You can find the latest version of the Protocols on our [Committee Collaboration Forum](#).

## Data Submission – Record Layout

The Record Layout provides the structure required for your Lost Time Claim and Fatality files for your annual NWISP data submission. The Record Layout accommodates the various standardized coding methods in use by individual WCBs in one flexible and convenient format. The layout includes the necessary information to identify which coding standard version is being used for each variable.

You can find the latest version of the Record Layout document on our [Committee Collaboration Forum](#).

## Data Check and Invalid Code Combinations

Data Check is an online application that allows WCBs to analyze and validate their NWISP data prior to submitting the data to the AWCBC. Through this process, errors and inconsistencies with the data can be identified and rectified at the source.

WCBs can uncover invalid codes and code combinations, generate the tabulations of their data that are presented in the AWCBC's annual *National Work Injury, Disease and Fatality Statistics* publication, perform ratio analysis of their data at any level of aggregation, and more.

For more information about invalid code combinations, see [Invalid Code Combinations](#) below.

# NWISP Coding

## Coding Tools

### Coding Manual

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The Coding Manual provides the coding structure for the NWISP (Injury) Standard, which includes the following variables:

- (a) Nature of Injury or Disease;
- (b) Part of Body;
- (c) Source of Injury or Disease;
- (d) Event or Exposure; and
- (e) Secondary Source of Injury or Disease.

The Coding Manual is based on CSA Z795, which AWCBC now owns. The manual is a reference for coders that includes descriptions of codes, guidelines for coding NWISP variables and highlights “includes and excludes” examples to assist in coding decisions.

You can find the Coding Manual online at: [Coding Manual](#).

### Coder’s Reference Manual

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The Coder’s Reference Manual is a reference guide prepared to promote consistent work injury and disease statistical coding and support the orientation and training of coders.

The manual consists of two parts, a User Guide that provides an overview of the National Work Injuries Statistics coding structure and coding procedures and Part B that provides coding issue cases that have been resolved through the Coding Technical Committee coding issue resolution process and can serve as a basic reference for coders.

You can find the Coder’s Reference Manual online at: [Coder Reference Manual](#).

### Invalid Code Combinations

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Certain combinations of code variables have been identified as invalid code combinations. When data that includes an invalid code combination is submitted, it will be flagged for the WCB as being invalid. Invalid code combinations are identified as part of the [Data Check](#) process.

You can find a current list and search invalid code combinations online at: [Search Invalid Code Combinations](#).

## Issue Management

### Issue Management

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The [Coding Technical Committee](#) oversees the issue resolution process on the AWCBC Online Data Community (AOC). Issue management is primarily used when the coding rules are unclear or ambiguous about the coding of a particular scenario. The CTC assists coders in how to code these claims and recommends changes to the Coding Manual. Issue management is also used to create new or remove invalid code combinations.

The general process of resolving an issue is:

1. A jurisdiction creates an issue on the AOC for CTC review.
2. CTC members discuss the issue.
3. CTC issues a recommended resolution.
4. The NWISP Committee is notified of the recommended resolution.
5. The issue is resolved on the AOC. For example, invalid code combinations could be removed, text of the Coding Manual or Reference manual could be edited, new codes could be added, etc.

## Coding Exercise and Coder Training

### Coding Exercise

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The Coding Technical Committee also administers an annual coding exercise. The purpose of the coding exercise is to assist in the consistency and accuracy of coding nationwide. The coding exercise is sent out near the end of the year and due March 31<sup>st</sup>.

You can find the coding exercise online at: [Coding Exercise](#).

### Coder Training Tool

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The online Coder Training tool is designed to train new coders and existing coders who want to refresh their knowledge and understanding about various aspects of coding using the NWISP Standard.

You can find the coder training tool online at: [Coder Training Program](#).

## NWISP Reporting and Data Publication

### Publishing NWISP Data

Data is published annually once all twelve jurisdictions submit and approve their data and it has gone through the validation process.

## NWISP Publication

When data is published, the *National Work Injury, Disease and Fatality Statistics* publication is produced. This publication is available for purchase by the public.

WCBs can download this publication free of charge at: [NWISP Standard Reports](#).

## AWCBC Website – Summary Tables, Infographic

AWCBC provides a few summary tables free of charge to the public, including Lost Time Claims and Fatalities broken down by:

- (a) Jurisdiction
- (b) Industry (at Division level)
- (c) Occupation (at Major Group level)
- (d) Age
- (e) Gender

You can find these tables, as well as an annual infographic, on AWCBC's website at: [Statistics](#).

## NWISP Data Extraction and Ad Hoc Requests

The AWCBC provides customized NWISP data reports to the public for a fee.

WCBs can use the extraction tool free of charge to create their own NWISP custom reports. You can find the NWISP extraction tool on our website at: [Create your NWISP Report](#).

## Summary

Your participation in this committee is vital to its long term success. The program is highly important and the staff at the AWCBC that work with NWISP are extremely competent and successful in their ability to manage the program and involve the committee in the oversight of it. Our cornerstones are set and our priorities are clear and thanks to your participation, we'll be able to carry that on.

## Contact Us – Support

If you have any questions about NWISP or the AWCBC Online Data Community, please email [contact@awcbc.org](mailto:contact@awcbc.org) or call the AWCBC at 1-855-282-9222 and we'll direct you to the appropriate contact.

We also have contact lists posted on our [Committee Collaboration Forum](#).



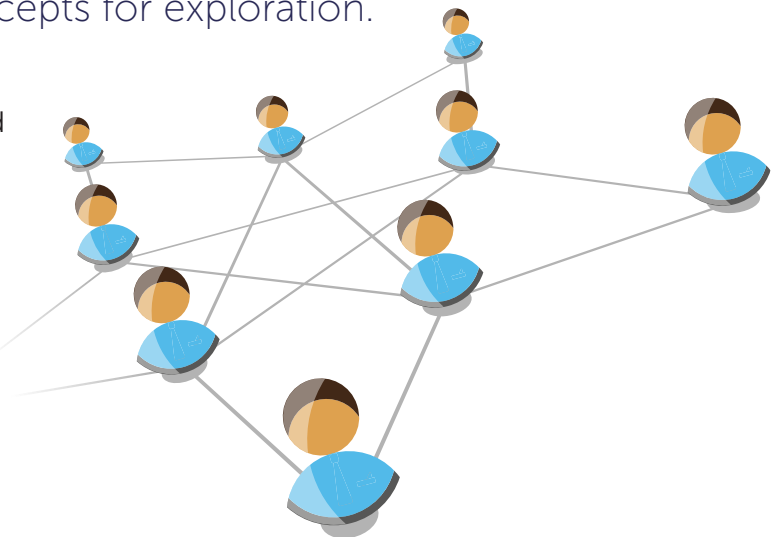
## Appendices

<b>Appendices .....</b>	<b>17</b>
<b>AWCBC Committee Structure Fact Sheet.....</b>	<b>18</b>
<b>NWISP Committee Terms of Reference .....</b>	<b>20</b>
<b>NWISP Work Plan .....</b>	<b>26</b>
<b>NWISP Fact Sheet.....</b>	<b>31</b>

# AWCBC Committees

The AWCBC provides a framework for community building and knowledge sharing amongst our many members. Central to this are cross-jurisdictional committees which, through ongoing activity and discussion, assist the national Executive Committee and Board in setting goals, implementing work plans and identifying new concepts for exploration.

Committee operations are extensively supported by the AWCBC, which liaises throughout the year with multiple representatives from member jurisdictions. We identify any duplication of effort, note opportunities for cross-committee cooperation, maintain an online collaborative forum and post regular updates on our member website. In addition, we plan and present the annual All Committees Meeting.



## Committee Structure

As befits a not-for-profit organization, the AWCBC's seven committees are staffed by dedicated volunteers who communicate regularly

throughout the year. Representatives come from all 12 Workers' Compensation Boards and Commissions across Canada. Chairs for each committee are also volunteers. They are tasked with creating agendas, coordinating meetings, delegating responsibilities, and preparing reports and recommendations. As well, they liaise with other AWCBC committees and work closely with the AWCBC's Chief Executive Officer to align ongoing initiatives.

Each committee also has an Executive Sponsor, whose role is to provide leadership, support and advice, act as a conduit to the Executive Committee and report on committee activities to the AWCBC Board.



**Annual All Committees Meeting (ACM)**

Every spring, the AWCBC hosts an All Committees Meeting. The committees come together for several days in a single location to finalize and formally report on their activities to the Executive Committee and, through this, to the AWCBC Board and national membership. Committee ACM responsibilities include:

- Update work plans for the coming year
- Identify ongoing or emerging issues and offer possible responses
- Explore crossover issues as well as areas of common interest with other committees
- Suggest likely topics for the Learning Symposium and Governance Summit
- Highlight potential budgetary considerations
- Address any issues referred by the Executive Committee

This annual occasion to meet and mingle with other committee members from all over the country also helps build an informal networking community that greatly assists the AWCBC’s organizational goal of collective collaboration.

**Current AWCBC Committees**

COMMITTEE	EXECUTIVE SPONSOR	CHAIR/CO-CHAIRS
<b>Communications</b>	Gerard Adams, NB	Warren Preece, MB Steve MacDonald, NS
<b>Compensation &amp; Benefits</b>	Diana Miles, BC	Craig Noseworthy, NL
<b>Financial &amp; Statistical Data Comparability</b>	Peter Federko, SK	Ron Helmhold, AB Lorena Trann, MB
<b>Interjurisdictional Agreement</b>	Leslie Galway, NL	Shirley Walsh, NT
<b>National Work Injury Statistics</b>	Kurt Dieckmann, YK	Pieter Lambooy, AB Julius Veracion, ON
<b>Safety &amp; Prevention</b>	Winston Maharaj, MB	Matt Wilson, ON Annelise Albert, NB
<b>Security &amp; Emergency Management</b>	Dave Grundy, NT/NU	Tyler Nahorny, MB Harmeet Jagpal, NT/NU



# AWCBC NWISP (National Work Injury Statistics Program) Committee

## Terms of Reference

Document Version:

Version #	Date	Prepared By	Comments
1.0	Feb 20, 2016	Pieter Lambooy	Initial draft: Supported by 5 year (2014-18) plan for NWISP and to replace the “NWISP: Succession Planning Guide” authored in February 2014
1.1	Feb 26, 2016	Pieter Lambooy	Revised draft based on feedback from Cheryl Tucker

# AWCBC NWISP Committee Terms of Reference

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## Committee Name

National Work Injury Statistics Program (NWISP)

## Definitions

- 1.1 “AWCBC” means the Association of Workers’ Compensation Boards of Canada.
- 1.2 “AWCBC Board of Directors” means the board of directors of the Corporation as defined in AWCBC’s By-law.
- 1.3 “Committee” means the National Work Injury Statistics Program Committee to whom these Terms of Reference apply.
- 1.4 “Committee Member” means the representative appointed by a jurisdiction.
- 1.5 “Executive Committee” means the Executive Committee of the AWCBC.
- 1.6 “CEO” means the Chief Executive Officer of the AWCBC.
- 1.7 “Executive Sponsor” means the person selected to be the Executive Sponsor of the Committee by the AWCBC Board of Directors.
- 1.8 “Jurisdiction” means one of the Boards/Commissions that are members of the AWCBC.

## Role / Purpose

### Committee Mandate

The mandate of the Committee is to assist boards and commissions to gather and disseminate high quality work injury data. We achieve this mandate by ensuring data consistency through national cross jurisdictional definition calibration processes as well as continuous assessment, planning and project implementation to improve standards, tools, practices, education and programs.

The overall goal of the NWISP committee is to identify opportunities to enhance the NWISP program and provide governance toward achieving the objectives as set out in the Committee’s Five Year Business Plan and within the AWCBC’s Strategic Plan.

NWISP has within it, three key functional areas:

1. Data Submission and Analytics Committee (DSAC) which oversees the overall objectives within NWISP around how each jurisdiction submits data to AWCBC. DSAC will review submission processes as well as provide, where possible, analytical information regarding submitted data.

## AWCBC NWISP Committee Terms of Reference

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2. Technical Coding Committee (TCC) which oversees processes regarding the national standardization of work injury data. The primary function of TCC is to identify and resolve technical coding questions and facilitate a national definition calibration process to provide assurance each jurisdiction views specific coding requirements in a similar fashion.
3. Ongoing education and specific initiatives as identified by the overall NWISP committee.

### Committee Goals

- 2.1. The goals of the Committee are:
  - a) to have an engaged committee and develop strong peer relationships to ensure that outcomes are achieved as outlined in the Committee work plan;
  - b) to identify national issues and opportunities related to the work injury statistics gathering process and the ongoing national work injury statistics coding manual upon which national NWISP data relies; and
  - c) to create learning opportunities that would stimulate discussion and real learning on NWISP strategies from both internal and external resources; and
  - d) develop, maintain and manage the NWISP five year plan and the annual workplans that support the five year plan.

### Membership

#### Executive Sponsor

##### Appointment

- 3.1. The Executive Sponsor is appointed by and is a member of AWCBC's Board of Directors.

##### Role

- 3.2. The role of the Executive Sponsor is to:
  - a) provide leadership, support, guidance and advice to the Committee;
  - b) attend committee meetings as required;
  - c) act as liaison between the Committee, the Executive Committee and AWCBC Board of Directors;
  - d) review the Committee work plan and reports with the Committee Chair;
  - e) present Committee work plans and reports to the Executive Committee and/or AWCBC Board of Directors as required; and
  - f) report on Committee activities to the AWCBC Board of Directors.

#### Chair

##### Appointment (*draft: for discussion in our May meeting*)

- 4.1. With approval/acceptance of the Executive Sponsor, the Committee Members shall elect one Committee Member to serve as Chair for a two-year renewable term.

## AWCBC NWISP Committee Terms of Reference

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### Role

4.2. The role of the Chair is to:

- a) schedule meetings, prepare and distribute Committee meeting agendas and minutes, or delegate these functions as required;
- b) chair Committee meetings, ensuring that all Committee members are given an opportunity to actively participate, that discussions are kept on track, and that meetings begin and end on time;
- c) coordinate the development and maintenance of an annual work plan with Committee Members;
- d) present the annual work plan to Executive Committee at the AWCBC All Committees Meeting;
- e) prepare semi-annual work plans, budgets, and status reports as appropriate and review with the Executive Sponsor;
- f) confirm jurisdictional representation on the Committee;
- g) provide orientation for new Committee Members;
- h) liaise with AWCBC's CEO to align with ongoing initiatives and support the cross-pollination of work between committees as appropriate;
- i) act as liaison with other AWCBC Committee Chairs/Committees;
- j) upon request, attend meetings of the Executive Committee; and
- k) prepare reports and/or recommendations as required.

### Vice-chair or Co-chair

#### *Appointment (DRAFT: For discussion in our May meeting)*

5.1. The Committee Members shall elect one Committee Member to serve as Vice-chair for a two-year renewable term.

5.2. In order to provide continuity, the Vice-chair's term shall commence at the one-year point of the Chair's term.

5.3. If approved by the Executive Sponsor, the Vice-chair shall assume the role of Chair at the end of the Chair's term.

5.4. The Chair and Vice-chair may serve as Co-chairs with the agreement of the Committee.

### Role

5.5. The role of the Vice-chair is to:

- a) assist the Chair in the performance of his or her role as required; and
- b) chair Committee meetings in the absence of the Chair.

5.6. When the Chair and Vice-chair agree to act as Co-chairs, the duties of the Chair set out in [section 4 \(Chair\)](#) will be shared by the Co-chairs in a mutually agreeable way.

## AWCBC NWISP Committee Terms of Reference

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### Committee Members

#### Appointment

6.1. For each jurisdiction that desires to participate in the Committee, that jurisdiction will appoint one or more of its employees to be members of the Committee. The members, so appointed, shall collectively comprise the Committee.

6.2. Other committee members external to Boards/Commissions can be included if approved by the Executive Sponsor (for example CCOHS or Government bodies).

#### Role

6.3. The role of individual Committee Members is to:

- a) follow through on commitments made at Committee meetings;
- b) be adequately prepared for Committee meetings, and actively participate in discussions;
- c) participate in Committee evaluation activities, including expressing opinions about whether or not the Committee is providing value;
- d) represent his or her respective jurisdiction in discussions which includes an information sharing role the committee member accepts to share committee concerns, issues and opportunities from their jurisdiction to the committee and from the committee to their jurisdiction;
- e) bring subject matter knowledge to committee discussions; and
- f) attend Committee meetings or, if unable to attend personally, send a substitute who is prepared and empowered to participate.

### CEO

#### Role

7.1. The role of the CEO of the AWCBC is to:

- a) attend Committee meetings as required;
- b) update key contact information;
- c) in conjunction with the Executive Sponsor, facilitate the presentation of Committee business at meetings of the AWCBC Board of Directors and Executive Committee;
- d) facilitate information sharing among jurisdictions and act as a central information resource for jurisdictions and Committee Members; and
- e) ensure that Committee presentations, minutes, contact lists and work plans are updated on AWCBC's Collaboration Forum.

### Meetings

#### AWCBC Annual All Committees Meeting

8.1. All formal AWCBC Committees meet annually each spring as part of AWCBC's All Committees Meeting.



## AWCBC NWISP Committee Terms of Reference

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8.2. Committee responsibilities at this meeting are outlined in [section 9.1](#) below.

### Other Meetings

8.3. This Committee shall meet in person at least once per year. The committee will meet in the Spring (at the All Committees Meeting outlined [above](#)) and there will be the option to facilitate further teleconference meetings with the Committee and/or members of the Committee throughout the year as needed.

### Meeting Protocol

8.4. The Committee Members agree to be bound by these rules in the conduct of Committee meetings.

8.5. All agenda items, with supporting material, should be submitted to the Chair with reasonable notice prior to the meeting date.

8.6. The Chair will distribute the agenda and all agenda material to Committee Members at a reasonable time prior to the meeting date.

8.7. Committee Members who are unable to attend a meeting will signify this with reasonable notice prior to the meeting date.

8.8. Any Committee Member may submit an agenda item to the Chair.

8.9. The basis for decision-making at the Committee meetings is informed consensus.

8.10. The Chair will make rulings regarding procedure when required.

8.11. The draft minutes of the meeting will be distributed to participants within a reasonable time after the meeting.

### Reporting

9.1. At the AWCBC Annual All Committees Meeting, the Chair reports to Executive Committee. The purpose of this report out is to:

- a) update work plans for the coming year;
- b) identify ongoing or emerging issues and offer possible responses/feedback to AWCBC Executive when required or requested;
- c) explore crossover issues as well as areas of common interest with other committees;
- d) suggest likely topics for the Staff Learning Symposium and Governance Summit;
- e) highlight potential budgetary considerations; and
- f) address any issues referred by the Executive Committee.

### Review of Terms of Reference

10.1. Review of the Terms of Reference is to be an annual standing item on this Committee's agenda at the AWCBC Annual All Committees Meeting.



Connecting members, advancing knowledge Relier les membres, développer les connaissances

## National Work Injury Statistics (NWISP) Committee - AWCBC Work Plan

<b>Executive Sponsor:</b> Guy Kerr	<b>Committee Chair(s):</b> Mary Ottorino; Pieter Lambooy	<b>Date Updated:</b> May 2016
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<b>Mandate</b>	<i>Defines expectations / responsibilities. Facilitates better focus on objectives and activities by which the committee operates.</i>
<p>In collaboration with Boards and Commissions, the National Work Injury Statistics Program collects, collates, analyses and disseminates nationally comparable statistical data on work injuries and diseases. The program promotes and communicates relevant statistical data analysis and information, and it provides insight and expert knowledge of the data.</p>	

<b>Goals</b>	<i>Based on your mandate, set realistic and specific goals. What is the long-range aim? What do you hope to achieve?</i>
<ol style="list-style-type: none"> <li>1. To <i>collect and maintain</i> national work injury data from Boards and Commissions, using a standardized approach.</li> <li>2. To assist Boards and Commissions to code work injury data <i>consistently</i> and accurately</li> <li>3. To <i>continuously improve</i> consistency, standards, tools, practices, education and programs to ensure an effective interface with Boards, Commissions and external interest groups.</li> <li>4. To <i>promote and communicate</i> NWISP data and services to Boards, and Commissions</li> <li>5. Provide <i>insight and expert data knowledge</i> to AWCBC, Boards and Commissions in order to assist them in responding to internal program needs, external publications and queries.</li> <li>6. To <i>develop and maintain</i> a long term Strategic Plan to shape the NWISP Committee's future state.</li> </ol>	

<b>Objectives</b>	<i>Set objectives that define the results/outcomes expected. Objectives must be: focused on a result, not an activity; specific; related to time; consistent; measurable; attainable</i>
1.1. Ensure correct data is submitted by jurisdictions to AWCBC using approved protocols	
1.2. Track and record changes affecting data interpretation over time	
1.3. Resolve issues of data error	
2.1. Establish and maintain appropriate tools and processes to ensure consistency and accuracy of the data	
2.2. Establish and maintain processes and tools to resolve coding issues	
3.1. Review and revise protocols and coding standards.	
3.2. Identify and coordinate knowledge and training requirements of Boards and Commissions.	
4.1. Improve communications between NWISP, other AWCBC committees, Boards and Commissions.	
4.2. Promote NWISP at all levels of Boards and Commissions	
5.1. Establish and maintain a national network of subject matter experts related to NWISP data	
6.1. Develop a process to maintain and continually evolve the plan.	

Activities	Target Date(s)	Resources	Status	Budget
<b>Goal #1-</b> To collect and maintain national work injury data from Boards and Commissions, using a standardized approach				
<b>Objectives:</b>				
1.Ensure correct data is submitted by jurisdictions to AWCBC using approved protocols				
2.Track and record changes affecting data interpretation over time				
3.Resolve issues of data error				
1.0 Extract data following established protocols. The data must be extracted from the jurisdiction database and formatted for submission.	July 31/16	Board reps		
1.1 Submit checklist by deadline. The checklist supports the data submission by showing the number of records and coding standards used at the jurisdictions.	July 31/16	Board reps	AWCBC has prepared and posted the checklist on the AOC for completion by jurisdictions to reflect 2015 data year.	
1.2 Provide conversion tables of industry and occupation classification units to recent industry and occupation standards ( i.e. NAICS, NOC).	As required	Board reps		
2.0 Ensure changes at the jurisdiction that could affect interpretation of the data are identified on the checklist.	July 31/16	Board reps		

Activities	Target Date(s)	Resources	Status	Budget
3.0 Validate data for submission, once complete, approve for publication.	July 31/16	Board reps		
3.1 QA criteria and process will be defined	Sep/16	Data Committee		
<b>Goal #2</b> - To assist boards and commissions to code work injury data <i>consistently and accurately</i>				
<b>Objectives:</b>				
<ol style="list-style-type: none"> <li>1. Establish and maintain appropriate tools and processes to ensure consistency and accuracy of the data</li> <li>2. Establish and maintain processes and tools to resolve coding issues</li> <li>3. Review issue database for the validity of the previous resolutions</li> </ol>				
1.0 Ensure relevance of NWISP member-site web information.	Ongoing	Chair & Board reps/AWCBC		
1.1 Develop “on-boarding” orientation material for new committee members (Include recent activities & roles and responsibilities for reps).	Oct 31/16	Michelle/ Pieter		
1.2 Case examples submitted for coding exercise – outline answers and reasons (10 cases per jurisdiction are to be submitted. Cases should be representative of normal everyday coding).	Sept 30/16	CTC		
1.3 Distribute coding exercise to jurisdictions.	Nov 30/16	Diane		
1.4 Coding exercise completion.	Mar 31/16	Board reps		
1.5 Evaluation report distributed.	Apr 30/16	Diane		
2.0 Review previous resolutions for the purpose of determining the validity of the data.	Dec 31/16	Diane /Michelle	<ul style="list-style-type: none"> <li>- Completion of 530 issues 1996-2010</li> <li>- The CTC reviewed 38 issues</li> <li>- Ontario reviewed 27 issues that were specific to Ontario</li> </ul>	
2.1 Review guidelines and description for Event codes in the coding manual to clarify how to apply the codes.	Nov 30/16	CTC, Mary	Ongoing monitoring of new coding-related issues (ie. PTSD)	
3.0 Collaborate with IJA Committee to resolve discrepancies in the fatality definition.	Sept. 30/16	Pieter		

Activities	Target Date(s)	Resources	Status	Budget
<b>Goal #3 - To continuously improve consistency, standards, tools, practices, education and programs to ensure an effective interface with Boards, Commissions and external interest groups</b>				
<b>Objectives:</b>				
1. Review and revise protocols and coding standards.				
2. Identify and coordinate knowledge and training requirements of Boards and Commissions.				
1.0 Review the work plan at the NWISP meeting.	Ongoing	Board reps		
1.1 Update lookup table and update the alpha index for the Coding Manual (Key words)	Ongoing	Committee		
<b>Goal #4 - To promote and communicate NWISP data and capabilities to Boards, Commissions</b>				
<b>Objectives:</b>				
1. Improve communications between NWISP, other AWCBC committees, Boards and Commissions.				
2. Promote NWISP at all levels of Boards and Commissions				
1.0 Participate in annual meetings with representation from all jurisdictions.	Ongoing	Board reps		
2.0 Provide information on NWISP to members.	As required	AWCBC	All Committee documentation provided on member section of the website.  Statistic releases announced in AWCBC e-news.	
2.1 Provide AOC training to the NWISP Committee.	Ongoing	AWCBC		
3.0 Develop a strategy with the Communications Committee on utilizing our data	May /16	Norm/Warren Pearce		
<b>Goal #5 - Provide insight and expert data knowledge to AWCBC, Boards and Commissions in order to assist them in responding to internal program needs, external publications and queries</b>				
<b>Objectives:</b>				
1. Establish and maintain a national network of subject matter experts related to NWISP data				
1.0 Review, update and publish contact list as required.	Ongoing	Committee & AWCBC		

Activities	Target Date(s)	Resources	Status	Budget
<b>Goal #6 - Maintain</b> a long term Strategic Plan to shape the NWISP Committee's future state.				
<b>Objectives</b>				
1. Maintain and continually evolve a five-year plan.				
1.0 Review five-year plan annually to support Committee work.	May /17	Pieter, Mary		
1.1 Gathering requirements to develop a 5-year systems improvement plan (ie. Search capabilities on the website)	May 20/17	Michelle/ Diane/ Norm		
1.2 Coder Training Tool				
1.2.1 Requirements gathering	Sep 30/16	Amanda/CTC/ Michelle		
1.2.2 Functional Repair and content review	Dec 31/16	Michelle / AWCBC		

# National Work Injury Statistics Program

The AWCBC manages the National Work Injury Statistics Program (NWISP), which gathers data on work-related, accepted Lost Time Claims, Diseases and Fatalities across 18 major industrial groups and sorts it into 10 subset categories.



## 2014 Injury Statistics Across Canada



Each year, the AWCBC produces the National Work Injury, Disease and Fatality Statistics report, featuring the most recent available figures, presented over a three-year span for comparison purposes.

Provincial and territorial Workers' Compensation Boards and Commissions amass such information from submissions by primary sources – workers, employers and health-care practitioners – within their jurisdictions. This data is then coded according to several different factors and forwarded to the NWISP, where it is set into the appropriate statistical framework that allows for summaries both nation wide or by individual jurisdictions, as well as multiple cross-tabulation.

It is important to note that, while the statistics are consistent over time in each jurisdiction, variances can arise when making inter-provincial/territorial comparisons, due to differing acts, regulations, policies and procedures, or even the exclusion of specific businesses within industrial categories.

Summary NWISP tables are publicly available, free of charge, through the AWCBC's website [www.awcbc.org](http://www.awcbc.org). For a fee, non-members can order special statistical requests for additional cross-tabulated data. The annual National Work Injury, Disease and Fatality Statistics Publication, delivered electronically in PDF form, may be ordered through the site as well.

### Data Breakdowns

- Years
- Jurisdictions
- Industry
- Occupation
- Nature of Injury/Disease
- Source of Injury/Disease
- Part of Body
- Event
- Age
- Gender

**Industry Category**

- Agriculture and Related Fields
- Fishing and Trapping
- Logging and Forestry
- Mining, Quarrying and Oil Wells
- Manufacturing
- Construction
- Transportation and Storage
- Communication and Other Utilities
- Wholesale Trade
- Retail Trade
- Finance and Insurance
- Real Estate Operators and Insurance Agents
- Business Services
- Government Services
- Education Services
- Health and Social Services
- Accommodation, Food and Beverage Services
- Other Services

**Data Available**

- Lost Time Claim
- Fatality

*An injury where a worker is compensated for wage loss following a work related injury or exposure to a noxious substance, or receives compensation for a permanent disability whether or not any time has been lost on the job (for example, compensation for hearing loss caused by excessive workplace noise).*

*A death resulting from a work-related incident or disease that has been accepted by a WCB.*

**The NWISP database does not contain statistics on the following:**

- Injury, disease and fatality costs
- Days or hours lost due to injury or disease
- Number of workers covered by WCBs
- Non-work-related injury, disease or fatality
- Except for permanent disability claims, work-related injury or disease that does not involve lost time
- Case studies or reports on specific injury or disease
- Injury, disease or fatality affecting workers not covered by WCBs

