

# Access to Appeal Division decisions on the Internet

For the first time, all decisions from January 1, 2000 of the Appeal Division of the Workers' Compensation Board of British Columbia are available on the WorkSafe™ online web site. The site has a search engine with basic and advanced options to help you find relevant decisions. For the protection of privacy, the decisions have been written without reference to information that would identify the parties.

## How to log on:



Click this item at: <http://www.worksafebc.com>

## Basic search tips

The basic search function allows you to look for a word or a phrase by typing it in the text box and clicking Search. When viewing a decision, and trying to find a word, use the *find* icon ( ) and *find again* icon ( ), type the word or phrase, then click *find* or *find again*.

You can refine your search (in basic or advanced searches) by using certain expressions and symbols. The following table lists expressions that will help you narrow your search results.

## Get Acrobat Reader

Decisions are published in Adobe PDF format. If your system does not include the Acrobat Reader, it can be downloaded free of charge at the Appeal Division Decision search site.



Expression	Symbol	Example	Action
AND	&	injury AND claim or injury & claim	Returns documents containing the words "injury" and "claim", but not necessarily together.
OR		injury OR claim or injury   claim	Returns documents containing the word "injury" or the word "claim", but not necessarily both. <i>(note: use Shift \, the symbol above the enter key, to get the symbol  ).</i>
NEAR	~	injury NEAR claim or injury ~ claim	Returns documents containing the words "injury" and "claim" with 50 words or less between them.
AND NOT	&!	injured AND NOT volunteer firefighters or injured &! volunteer firefighters	Returns documents containing all instances of the word "injured" as long as the word "injured" is not followed by 'volunteer firefighters'.
Asterisk	*	inju*	Returns documents containing words that start with "inju" such as "injustice", "injury", "injunction", "injudicious", and "injurious".
Double asterisk	**	injure**	Returns documents containing different forms of the base word "injure" such as "injured", "injuries", and "injurious".
Double quotes	""	"section 10 (8)" or "section 10(8)"	Returns documents containing reserved characters such as &,  , ^, #, @, \$, (, ) enclosed in double quotes. Search queries without these reserved characters do not need the double quotes.

## Advanced search tips

The advanced search function, like the basic search function, allows you to look for a word or a phrase by typing it in the text box and clicking Search. In addition, the advanced search function allows you to refine your search by selecting the **Year** that the decision was rendered, and the **Category** under which the decision falls.

The advanced search function also enables you to choose the way the search results are organized:

- decision date (from recent to oldest),
- category (results grouped by category, with categories set out alphabetically)
- rating (\* to \*\*\*\*\*, with the highest numbers of \*\*s relating to the extent to which the search terms were found in the decision).

### Step-by-step guide to do an advanced search

1. Type the word or phrase (including all required operators, symbols, or characters) in the text box.
2. Click the drop-down arrow next to the **Year(s)**: list box and select the year you want (**All Years** is the default setting).
3. Click the drop-down arrow next to the **Sort By**: list box and select the sort option you want (**Decision Date** is the default setting).
4. Look over all the available categories. Unless you select otherwise, all categories will be searched.
5. Click **Reset** if you want only one or a few categories searched and then select the appropriate box(es).
6. Click **Search** to submit your search criteria.

Appeal Division  
6951 Westminster Highway  
Richmond, B.C.  
V7C 1C6

Phone (604) 276-3067  
toll free within B.C. 1-800-661-2112

# Access to Appeal Division decisions on the Internet



**WorkSafe**<sup>™</sup>



**WorkSafe**<sup>™</sup>