# Employee Breakdown and Sampling Details

*Complete the following:*

| Levels | Total Number (only put a person in one level and describe in comments dual roles) | Total Employees | | | Comments (Include any dual roles and if there is shift work or department types) |
|---|---|---|---|---|---|
| | | Full - Time | Part - Time | Casual | |
| Managers/Owners/ Directors | | | | | |
| Supervisors | | | | | |
| Workers | | | | | |
| Total Employees (On WCB Account) | | | | | |
| Contractors | | | | | |
| Visitors | | | | | |

| List of Employees/Contractors | | |
|---|---|---|
| Names of Employees (including Owner or Director) and Contractors | Years with Company OR Hire Date if Hired within 12 Last Months | Position/Type of Work Performed/Level |
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# Worksite Breakdown and Sampling Details

*Complete the following:*

| Work Sites Under WCB Accounts being audited | Type of work in action (Tasks, equipment, etc.) | Province Where Work Site is Located | Records Included for this Work Site in Submission (Yes/No) | Number of Employees |
|---|---|---|---|---|
| Example: Head Office | Administrative duties | AB | Yes | 4 |
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