

Worker's Toolkit — High-Leverage FOI Templates (v1)

These templates are structured for **maximum disclosure, audit defensibility, and procedural leverage**. Each template serves a distinct function and can be modularly reused across cases.

FOI TEMPLATE 1 — Full Claim Record & Decision Process Capture

Purpose: Capture the complete narrative + process record behind a claim decision, including staff conduct, internal framing, and policy reliance.

Use when: You need to reconstruct how a decision was made and expose contradictions or mischaracterizations.

Subject: Freedom of Information Request – Complete Records Related to Claim #[CLAIM NUMBER]

To: Freedom of Information Officer, WorkSafeBC

Under the Freedom of Information and Protection of Privacy Act (FIPPA), I hereby request full disclosure of all records, in any format, relating to myself and my WorkSafeBC claim (# [CLAIM NUMBER]). This request includes all records created, received, accessed, modified, or relied upon by WorkSafeBC staff in relation to my claim.

This is a request for all responsive records, including but not limited to:

1. Complete Communication Records

All internal and external communications, including emails, call notes, memos, drafts, summaries, and instant messages that reference:

- My name or claim number
- Job attachment status or vocational rehabilitation
- Employer statements or eligibility determinations
- My conduct, tone, credibility, or cooperation

2. **Staff-Specific Communications**

All records authored by, sent to, or referencing the following individuals:

- [STAFF NAME #1]
- [STAFF NAME #2]
- Any supervisors, QA officers, or legal advisors involved in decisions relating to my claim

3. **Call Documentation and Interpretive Notes**

- Full call summaries (verbatim or note-form)
- Drafts and edits of those summaries
- Internal discussion regarding tone, interpretation, or phrasing

4. **Policy and Procedural Reliance**

All policies, internal guidance documents, or training materials relied upon when assessing:

- Job attachment
- VR eligibility
- Benefit suspension or termination
- Worker conduct or compliance

5. **Risk, Credibility & Retaliation Records**

Any records discussing:

- Allegations of aggression, non-compliance, or hostility
- Credibility flags or behavioral assessments
- Anticipated complaint risk or reputational concerns

6. **Medical Evidence Deliberations**

All internal notes, analyses, or decision rationales used to accept, reject, or discount medical or physiotherapy evidence.

Delivery Format: Digital PDF via email to: [EMAIL]

Please confirm receipt of this request and provide an estimated timeline for fulfillment. If any records are withheld, please provide a detailed index of redactions and cite the relevant statutory exemption for each.

Sincerely,
[NAME]
Claim #[CLAIM NUMBER]

FOI TEMPLATE 2 — System Audit & Chain-of-Command Investigation

Purpose: Reconstruct who accessed, edited, or structured the file, and when. Critical for establishing procedural manipulation or irregular oversight.

Use when: You suspect backend interference or strategic re-alignment of a claim narrative.

Subject: FOI Request – System Audit and Access Logs for Claim #[CLAIM NUMBER]

To: Freedom of Information Officer, WorkSafeBC

Under the Freedom of Information and Protection of Privacy Act, I request complete system audit trail records for claim #[CLAIM NUMBER], from [DATE RANGE].

This includes all logs detailing:

1. Every instance the claim file or any sub-document was:
 - Accessed
 - Opened
 - Viewed
 - Modified
 - Printed
 - Annotated
2. For each instance, I request disclosure of:
 - Unique user ID
 - Job title / role
 - Department
 - Precise timestamp

- Action taken
 - Data field or document modified or accessed
3. Workflow and Oversight Structure
- Chain-of-command access patterns
 - Escalation review access flags
 - Confirmation of whether file was reviewed by supervisory or quality assurance personnel

Redaction Clarification:

While recognizing Section 22 rights, I request that user IDs and job titles remain disclosed. Non-identifying metadata is essential to reconstruct decision flow and oversight integrity.

If any data is withheld, please provide a redaction log itemizing:

- Record description
- Section of FIPPA relied upon
- Reason for withholding

Sincerely,
[NAME]
Claim #[CLAIM NUMBER]

FOI TEMPLATE 3 — Oversight, MLA Involvement & Policy Compliance

Purpose: Track external oversight triggers and internal response strategy.

Use when: An MLA, OIPC, or oversight body has become involved or is anticipated.

Subject: FOI Request – Oversight Activity & MLA Correspondence (Claim #[CLAIM NUMBER])

To: Freedom of Information Officer, WorkSafeBC

Pursuant to s. 4(1) of FIPPA, I request all records relating to internal oversight response concerning my claim, including:

1. Records Generated Due to MLA or Oversight Inquiry
All internal correspondence, memos, or notes created following:
 - Inquiry by MLA [NAME]
 - Communications with constituent offices
 - Escalation to management or legal
2. Internal Guidance on Oversight Handling
Any policy, directives, or training materials discussing:
 - How staff should respond to MLA inquiries
 - Risk containment strategies
 - Public relations safeguards
3. Compliance Monitoring Notes
Any internal records discussing whether staff conduct complied with:
 - FIPPA
 - Procedural fairness standards
 - Internal policy adherence

I request disclosure in full. If withheld, please cite the specific provision under which the exemption applies.

Sincerely,

[NAME]

Claim #[CLAIM NUMBER]