



REPORTING A WORKPLACE INJURY TO THE WORKPLACE SAFETY & INSURANCE BOARD – SICK LEAVE ACCESS

Administrative Procedure #: APH001

These administrative procedures outline the practices to be followed by Board regarding the process of reporting a workplace injury or accident and the co-ordination of workers' compensation payments with sick leave accumulation.

REFERENCES

- Workplace Safety & Insurance Act
- NCDSB Employee Incident Report
- NCDSB Principal/Supervisor Incident Report
- Employer's Report of Injury (WSIB Form 7)
- Functional Abilities Form (WSIB)

PROCEDURES

An *Incident Report Form* must be completed when an **employee** is injured in the course of performing their job duties.

An accident is defined by Workplace Safety Insurance Board (WSIB) as:

- (a) A willful and intentional act, not being the act of the worker.
- (b) A chance event occasioned by a physical or natural cause, and
- (c) Disablement arising out of and in the course of employment.

A **CRITICAL INJURY** must be reported to Human Resources **IMMEDIATELY** at 705-268-7443.

Critical injury: (Definition) Places life in jeopardy, causes a broken arm or leg (but not finger or toe), results in heavy blood loss, produces unconsciousness, loss of sight in one or both eyes, or produces widespread burns.

- An independent investigation must be completed, including an interview with the injured worker and a physical investigation of the accident site.
- A certified Management representative, the worker Health and Safety representative for the workplace and the Ministry of Labor representative must be included in the investigation.
- The Principal will complete the *Principal/Supervisor Incident Report* for all school employees including the custodial/maintenance staff, within 24 hours of the accident and fax it to Human Resources at (705) 267-3590.

- The Manager of Plant will complete the *Principal/Supervisor Incident Report* for custodial/maintenance employees on professional Development Days, March Break, Summer vacation and Christmas Break, within 24 hours of the incident, and fax it to Human Resources at (705) 267-3590.
- The **Employee** must complete the NCDSB *Incident Report Form* within 24 hours of the incident and fax it to Human Resources at (705) 267-3590.

If any accident in the workplace has caused the **Employee** to seek medical attention from a doctor, hospital or other health care professional or lose any work time, the **Employee** must complete an *Incident Report Form* and forward it to Human Resources within **24 hours** of the accident. The **Employee** should take the NCDSB *Treatment Memorandum* for the attention of the health care practitioner providing treatment.

If the **Employee** is unable to return to work or requires a modified work plan, a WSIB *Functional Abilities Form* must be completed by the Employee's health care practitioner to identify the required modifications. Human Resources will then complete a Modified Work Plan in consultation with the Employee, Supervisor/Principal, and WSIB.

Sick Leave Process

1. In the event an employee is absent from work due to a workplace accident, the employee's accumulated sick leave credits may be used to supplement benefit payments from the WSIB.
2. Regulations of the *Workplace Safety and Insurance Act (WSIA)* of Ontario provide that an employee is eligible to receive a loss-of-earnings benefit not to exceed 85% of net earnings limited to the WSIA maximum in effect.
3. In the event of an employee being absent from duty because of an accident suffered through employment with this Board, and being eligible for the WSIB loss-of-earnings benefit, the NCDSB will continue to pay the employee's full salary less applicable deductions, subject to the following conditions:
 - (a) The percentage difference between what NCDSB pays the employee and what the Board receives from the WSIB shall be deducted from the unused sick leave days accumulated by the employee, to the maximum earnings allowed under the *WSIA*.
 - b) The NCDSB will receive all loss-of-earnings compensation benefit payments until such time as sick leave credits are exhausted at which point benefit payments will be remitted directly to the employee.

This procedure is intended to apply to all employees not covered by other negotiated contractual agreements which include a clause covering this matter.

Director of Education: *Glenn Sheculski*

Date: July 24, 2014