

 Region of Waterloo	HUMAN RESOURCES POLICIES	Section #	Policy #
		IV	19
		Approval Date: Oct. 2003	Revision Date:
Title:	WORKPLACE SAFETY AND INSURANCE		
Applies To:	ALL EMPLOYEES		

POLICY STATEMENT:

The Region will comply with the Workplace Safety and Insurance Act for employees who sustain personal injury or occupational disease arising out of and in the course of their employment.

OPERATING DETAILS:

To be considered for benefits under the Workplace Safety and Insurance Act, the worker must have been injured by an accident or have a disease "arising out of and in the course of employment". The determination of whether an accident or illness arose in the course of employment is made by the Workplace Safety and Insurance Board after reviewing the "place, time and activity" of events surrounding the accident.

The Region will ensure first aid is available and provided where required. If treatment beyond first aid is required, transportation to a medical facility is offered and provided if necessary.

A worker must report all on-the-job injury or occupational diseases to their supervisor immediately. The supervisor must then complete the Health and Safety Occurrence Report HR-18 and fax it to Human Resources immediately. If the worker seeks medical attention at any time for treatment of this injury or disease, they must advise their supervisor.

The supervisor will complete the following forms prior to giving them to the employee to take to their health care professional:

- Treatment Memorandum #0156c
- Worker's Claim/Consent Form #1492c
- Functional Abilities Form for Timely Return to Work #2647a

The employee will ensure that the completed **Functional Abilities Form for Timely Return to Work #2647a** is returned to their supervisor immediately after medical treatment is obtained.

Human Resources must forward an **Employer's Report of Injury/Disease Form #7** to the WSIB within 3 working days of a work related injury or occupational disease which causes a worker to:

- a. obtain health care,
- b. be absent from regular work,
- c. require modified duties at regular pay or less, or
- d. earn less than regular pay at regular work.

Human Resources will provide a copy of the completed Form #7 to the worker.

Workers must provide Human Resources with a copy of the **Claim for Benefits WSIB Form #6** at the same time that they provide a copy to the WSIB.

The WSIB determines a worker's entitlement to benefits and communicates decisions.

If a worker seeks medical treatment and they are entitled to benefits as a result of a work-related injury, the Region is required to pay the worker's full wages and employment benefits for the day of injury.

Any absence beyond the day of the incident must be under the written direction of a health professional and a medical certificate must be provided to qualify for **WSIB Loss of Earnings** benefits. WSIB Loss of Earnings benefits is equal to 85% of the worker's pre-injury net average earnings

Full time employees, who are not covered by a collective agreement and have available sick credits, are eligible for full pay until such time as their sick credits are exhausted. If the claim is allowed and payment is being sent to the Region, the Region will make up the difference between WSIB payments and their regular pay (wage top up) by debiting sick leave credits with one hour per day of absence. If an employee does not have enough sick credits to cover the period of absence until a decision is made or is a part-time employee, a record of employment will be issued to apply for Employment Insurance (EI) benefits and the employee is placed in an unpaid state.

Employees who are covered by collective agreements will be paid in accordance with the applicable agreement.

The Region is required to offer to re-employ a worker if the worker was continuously employed with them for one year at the time of the injury or disease.

The Region and its workers must work co-operatively in developing and implementing early and safe return to work (ESRTW) programs.

See Also:

- Accommodation of Special Needs Policy (III-17)
- Workplace Safety & Insurance Act (1997)
- Work Related Injury or Illness (IV-11)

For Further Information please contact:

- Manager, Return to Work
Human Resources
- Manager, Health & Safety
Human Resources