

GBGF: INJURY ON DUTY POLICY

POLICY STATEMENT

Eastern School Board shall require all employees to follow the procedures of the Workers Health & Safety Compensation Commission (WHSCC) in respect to all on-the-job injuries.

SCOPE

All employees of Eastern School District

PROCEDURES

i. Reporting Process

Worker's Report of Injury

Employees (Teachers and Support Staff) must complete a Worker's Report of Injury (WHSCC Form 06) after **ALL** accidents which occur at work and the report must be submitted to their Principal for placement in the employee's personal file. **This report should be forwarded to the WHSCC if the employee loses time from work beyond the date of injury OR requires medical attention.**

IF THE EMPLOYEE SEEKS MEDICAL ATTENTION, IT IS IMPERATIVE THAT THE SCHOOL PRINCIPAL BE NOTIFIED, IMMEDIATELY.

Medical Report

Employees who seek medical attention **and/ or** lose time from work beyond the date of the injury, must submit a *Worker's Report of Injury (WHSCC Form 06)* to the WHSCC without delay. A copy of Form 06 is provided to the Principal. **Employees MUST consult a medical doctor immediately if the employee will lose time from work as result of injury. If an injury happened on the job, this fact must be disclosed to the doctor.**

Employer's Report of Injury

The Principal shall conduct an accident investigation immediately, prepare a written report, complete an Employer's Report of Injury (WHSCC Form 07) and forward all relevant documents (including a copy of WHSCC Form 06) to the Assistant Director (Finance and Administration) not later than two (2) days after the accident.

ii. **Claims Assessment**

Board Assessment

The Assistant Director shall:

- review and assess the Employer's Report of Injury (WHSCC form 07) and initial form;
- complete salary details on the Employer's Report of Injury and forward immediately (together with any Principal's reports) to the WHSCC;
- place the injured employee(s) on injury on duty leave, effective the date of the injury, under the appropriate Collective Agreement; For teachers, this will be done through the office of the Assistant Director (Personnel);
- Advise employees of the process and their responsibilities;
- maintain contact with the WHSCC on the status of the claims;
- ensure employees co-operate with the WHSCC; failure to do so will result in the employee being placed on alternate leave in accordance with the appropriate Collective Agreement.

Worker's Compensation Adjudication

The WHSCC shall adjudicate the claim, and shall advise the School Board of its recommendation. The School Board shall render a decision on the applicability of injury on Duty leave under the appropriate Collective Agreement, leading to one of the following.

- Claim rejection: Employee placed on alternative leave in accordance with the appropriate Collective Agreement.
- Claim approved: employee continues on Injury On Duty leave as per the appropriate Collective Agreement.

Claim for Rehabilitation Services

The WHSCC shall review claims for rehabilitation services at the earliest opportunity. The WHSCC shall advise the Assistant Director (Finance & Administration) in writing as soon as possible as to whether:

- the nature of the disability is such that the employee will eventually return to pre-accident employment or
- the nature of the disability is such that the employee will be unable to return to pre-accident employment.

Return to Work Programs

If the WHSCC recommends a return to work program for a worker, the employer will participate where it is deemed to be mutually beneficial to all parties involved.

Employer's Subsequent Statement

When an employee returns to work, the Principal shall complete the Employer's Subsequent Statement (WHSCC Form 09) and forward to the Assistant Director (Finance & Administration), who will, in turn, forward to the WHSCC.

iii. **Post Injury Employee Options**

Consultation

If an employee is deemed unable to return to pre-accident employment, the Director of Education, in consultation with appropriate resource personnel, shall review appropriate options, taking into consideration the employee's age, service, experience and training. Options include:

- Alternate employment
- Retaining; and
- Medical retirement

Any of the options undertaken will be in keeping with the appropriate Collective Agreement. The Teacher's Pensions Act or the Public Service Pensions Act (as appropriate), the WHSCC Act and in consideration of any other medical benefits which may be available under any applicable group insurance plan

Authority: Eastern School Board
Legal Reference: By-Law
Cross Reference: The Schools Act, 1997

Date approved by Board: August 17, 2005
Date of amendments: