

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> G-04
<b>POLICY:</b> Workplace Safety and Insurance Benefits			
<b>DATE:</b> NOV/89	<b>REV. DATE:</b> OCT28/09	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 4

**POLICY STATEMENT:**

All employees of the County of Renfrew are covered by the provisions of *The Workplace Safety and Insurance Act* of Ontario in the event of an injury or industrial disease sustained while in the course of their employment.

**PROCEDURE:**

1. Consult the appropriate Union Agreement for any deviations to this policy.
2. All accidents occurring while employees are working for the County are reported immediately to the employee's Supervisor.
3. In the event of an accident requiring immediate medical attention other than first aid, the employee, with the Supervisor or designate (if deemed necessary), must proceed to the emergency department of the nearest hospital.
4. The Supervisor is responsible for completing the Employee Incident/Accident Report Form with the employee, following the procedures of the applicable incident-reporting policy for the employee's work location.
5. If the Supervisor has any reason to doubt the history of the injury as reported by the employee, this information is documented.

Note: The County is obliged by law to report the information to the Workplace Safety and Insurance Board via completion of WSIB Form 7 within three (3) days of the reporting of an incident to the Supervisor that requires medical attention, results in lost time and/or requires work modifications for greater than 7 days.

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6. The following is the provision for a Lost Time Injury:

- (a) this provision is designed to ensure that employees are aware of the options and alternatives available in the event that they are faced with a leave under the Workplace Safety and Insurance Board;
- (b) a claim approved by W.S.I.B. initiates payment to the claimant at the rate of
  - 85% based on take-home pay, if injury occurred on or after January 1, 1998
  - 90% based on take-home pay, if injury occurred April 2, 1985 to December 3, 1997
  - 75% based on pay before deductions, if injury occurred before April 1, 1985

until such time as the claimant is certified fit to return to work or until such time as a permanent/partial disability award is granted by the Board. During the period of disability, the following options are available to the claimant. These options are designed to provide relative consistency in compensation payments, if there are delays in processing by the W.S.I.B.:

- (i) upon written application by the employee, the Employer advances 75% of the normal gross earnings (based on normal earnings exclusive of any premiums) for each two-week period that W.S.I.B. advances are not made. It is essential that a separate request is issued for each advance;
- (ii) although there is no assignment of W.S.I.B. advances, the claimant immediately reimburses the Employer upon receipt of W.S.I.B. benefits for any advance of funds provided for in this clause;
- (iii) if a claim is disallowed by the W.S.I.B., the employee reimburses the Employer for any advances given and is not eligible for further advances. Lost time is charged to sick leave; and

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(iv) if an employee fails to reimburse the Employer for advances provided under parts (ii) or (iii), all such funds owing may be withheld from any other benefit or severance normally paid to an employee.

7. The following apply to continuation of Benefits during W.S.I.B. leave:
- (a) where a W.S.I.B. leave continues beyond two (2) weeks, the Employer's portion of benefit premiums is continued. However, to continue benefit coverage where there is employee premium participation, the employee portion must be kept current. If the employee returns to regular employment within two (2) weeks, the employee premium portion is deducted from the next regular pay;
  - (b) if there is any question as to whether or not the return to regular employment will be within the two-week period, the employee submits his/her benefit premiums. The employee is advised of his/her premium portion and this premium is submitted within two (2) weeks;
  - (c) if the employee portion of benefit premiums is not submitted as required in part (b), those benefits are cancelled and re-enrolment is subject to the conditions laid out by the benefit carrier;
  - (d) if the injury requires, or appears to require, leave beyond six (6) months, the Human Resources Department is contacted to initiate waiver of premium provisions for health benefits. Such waiver of premium requests are made as much in advance in the six-month time period as possible;
  - (e) an employee is required to advise the departmental Supervisor two (2) weeks in advance of the intended date of return to work. This notice includes certification from a legally licensed physician that the employee is capable of resuming normal duties; and
  - (f) Life and Health benefits may be maintained up to two (2) years or upon receipt of a permanent partial disability award, whichever occurs first.
8. The following apply to Vacation and Paid Holidays while on W.S.I.B. leave:

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- (a) vacation and paid holiday credits shall not accrue during a period of W.S.I.B. absence; and
  - (b) vacation credits and statutory/paid holidays (lieu days) are paid out if an employee who has been on W.S.I.B. leave returns to work at a time during the year that vacation credits and lieu days cannot reasonably be scheduled.
9. The following apply to the Investigation of Claims:
- (a) all lost time accidents are investigated immediately by the Department Head or designate. Steps are taken in order to avoid re-occurrences; and
  - (b) the appropriate Joint Health and Safety Committee, will investigate any fatal or critical accident, and may investigate any other accident.