

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Worker's Compensation
<b>ORIGINAL DATE:</b> May 20, 1999	<b>POLICY AREA:</b> Compensation & Benefits
<b>REVISION DATE:</b> December 17, 2015	<b>POLICY NO:</b> HR-5.3
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #100/15

## Policy

All work-related accidents or injuries must be reported to the employee's immediate supervisor immediately. The Human Resources Officer in conjunction with the Supervisor ensures appropriate Workplace Safety & Insurance Board (WSIB) reporting requirements are adhered to according to the Workplace Safety & Insurance Act and relevant RRSSAB policies and procedures. Although an injury may require first aid treatment only, in most instances it is prudent to seek medical attention even if it is believed the injury will have no lasting effects.

## Procedure

1. The employee reports to their immediate supervisor any work-related injury or possible onset of a work-related disease or condition, as soon as possible and immediately upon seeking medical attention, per policy *HS-4.0: Injury/Incident Reporting*.
2. A *WSIB Form 7* is completed by the Human Resources (HR) Officer within three (3) calendar days and submitted to the WSIB office within seven (7) business days of learning of a work-related injury or occupational disease which may cause an employee to:
  - a) be absent from their regular work;
  - b) require modified duties at less than regular pay or at regular pay for more than seven (7) calendar days;
  - c) earn less than regular pay for regular work; and/or
  - d) obtain health care.
3. If an employee begins WSIB benefits, HR notifies payroll, in writing, of the name of the employee and the first date of work missed.
4. The employee is paid full wages and benefits **for the day or shift** upon which the injury occurred. All subsequent missed days of work due to the work-related injury will be paid by the Workplace Safety & Insurance Board.

5. The employee's supervisor marks "WSIB" on the employee's *Time Sheet*, thereby indicating to payroll that wages are not to be paid.
6. HR manages the WSIB claim and the employees subsequent Return to Work (RTW) in accordance with the *RRDSSAB Attendance Management Program* and RRDSSAB policies and procedures.
7. HR notifies WSIB, payroll, and the respective Manager, in writing, of the date that the employee will return to work.