



# Northeastern Catholic District School Board

## REPORTING OF WORKPLACE INJURY/ILLNESS

Administrative Procedure Number: APH001

### POLICY STATEMENT

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This Administrative Procedure provides guidance to employees of The Northeastern Catholic District School Board (NCDSB) for reporting work related injury and illness.

The Board recognizes the need to provide a healthy and safe working environment for all of its employees. Reporting work related injury/illness is governed in Ontario by two pieces of legislation: The *Workplace Safety and Insurance Act, 1997*, and the *Occupational Health and Safety Act (R.S.O. 1990)*.

The Workplace Safety and Insurance Board (WSIB) is the Ontario organization that is mandated by the *Workplace Safety and Insurance Act* to independently administer the workplace injury/illness claims of Ontario workers. It provides adjudication of employees claims for benefits covering health care and loss of earnings.

### REFERENCES

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NCDSB Policy:

H-1 Health & Safety

*Occupational Health and Safety Act (R.S.O. 1990)*

*Workplace Safety and Insurance Act, 1997*

### DEFINITIONS

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**First Aid:**

Means the emergency care or treatment of a minor injury on-site, administered under legislated first aid requirements, with the aim of preventing an injury or illness from becoming worse.

**Health Care:**

Means the employee has required professional treatment given by or under the supervision of a physician at a medical facility or in transit to such a facility. This can also include treatment by a dentist, physiotherapist, chiropractor or registered nurse (extended class). The employee is able to return to their next scheduled work shift.

**Lost Time:**

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Means that the employee has required health care and has been unable to report for the start of the next scheduled work shift.

**Critical Injury:**

Means an injury, as defined by the *Occupational Health and Safety Act*, that:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of an arm or leg but not a finger or toe;
- involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- consists of burns to a major portion of the body; or,
- causes the loss of sight in an eye.

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## PROCEDURES

### 1.0 WSIB BENEFITS COVERAGE

- 1.1 All employees of the board, whether temporary or permanent, are eligible for benefits when they are deemed by WSIB to have suffered an injury/illness arising out of and in the course of their official duties.

### 2.0 WSIB LEGISLATED REQUIREMENTS

- 2.1 To comply with legislation, when an employee is injured at work or develops an occupational illness, the board as the employer is required to:
- 2.1.1 keep a record of all circumstances of injuries that require first aid, health care or result in lost time from work;
  - 2.1.2 complete and submit Employer's Report of Injury/Disease (Form 7) to WSIB within three (3) business days of becoming aware of a work-related injury/illness that requires health care or lost time from work;
  - 2.1.3 offer early and safe return to work programs to injured/ill employees using functional abilities information or WSIB Standard Medical Precautions;
  - 2.1.4 pay wages to the employee for the full shift on the day of injury without loss of sick credit; and,
  - 2.1.5 pay transportation costs by such means as ambulance or taxi for initial medical treatment on the day of injury.

### 3.0 REPORTING WORK RELATED INJURY/ILLNESS

- 3.1 A **CRITICAL INJURY** must be reported to Human Resources **IMMEDIATELY** at 705-268-7443.
- 3.1.1 An independent investigation must be completed, including an interview with the injured worker and a physical investigation of the accident site.

- 3.1.2 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.
  - 3.1.3 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 send it to Human Resources by email at [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)
  - 3.1.4 The Manager of Plant will complete the *Principal/Supervisor Incident Report* for custodial/maintenance employees on professional activity days, March Break, Summer vacation and Christmas Break, within 24 hours of the incident, and send it to Human Resources by email at [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)
  - 3.1.5 The **Employee** must complete the *Employee Incident Report* within 24 hours of the incident and send it to Human Resources by email at [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)
- 3.2 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 the *Employee Incident Report* and forward it to Human Resources within **24 hours** of the accident. The **Employee** must also provide a copy of page 2 of the *Health Professional's Report (Form 8)* once completed by the health care practitioner providing treatment.
- 3.3 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.

#### 4.0 RELATED FORMS AND DOCUMENTS

FORM: Employee Incident Report

FORM: Principal/Supervisor Incident Report

WSIB Form 7: Employer's Report of Injury

WSIB Form 8: Health Professional's Report

WSIB Functional Abilities Form for Early and Safe Return to Work

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