

## ***Injury/Illness While in the Course of Employment: WSIB***

<b>Reviewed Date</b>		<b>Number</b>	HS0105
<b>Revised Date</b>	October 12, 2022	<b>Approved Date</b>	December 19, 1990

### ***Introduction***

The Simcoe Muskoka District Health Unit is responsible for ensuring the safety and wellbeing of its employees. Despite measures in place injuries/illnesses may occur in the workplace and as such certain protocols need to be followed in order to process employee WSIB claims.

### ***Purpose***

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members, employees, students, and volunteers of the basic steps involved in the case of a workplace injury or illness.

### ***Legislative Authority***

WSIB

### ***Policy Definitions and Interpretation***

**WSIB:** Workplace Safety and Insurance Board

### ***Policy***

When an employee suffers a workplace injury or illness while in the course of employment for the Health Unit, the employee shall ensure timely completion of all documents in the SMDHU Workplace Illness and Injury Package while immediately reporting the incident to the employee's Direct Supervisor who is responsible for:

1. Immediately advising details of incident to Human Resources.
2. Completing employee incident form F3B and forwarding it to Human Resources regardless of whether the employee must seek medical aid or the injury results in time off work (refer to Health and Safety Manual).
3. Initiating if and where possible the employee's immediate return to work as per SMDHU policy HS0 117 Early & Safe Return to Work Policy: Work-Related Illness or Injury.
4. Ensuring all documents in the employee's SMDHU Workplace Illness and Injury Package have been completed and submitted in a timely manner.
5. In the event that an employee is injured such that they require medical aid, the foremost concern should be the welfare of the employee. The injured employee should be transported to a medical facility for emergency aid and driven home if necessary. The employee should be given or access the SMDHU Workplace Illness and Injury Package to take to their health care provider or Hospital when requiring

medical aid. The Direct Supervisor will contact the employee to determine if they will be off work and for how long and if and where possible coordinate the employee's immediate return to work as per SMDHU policy HS0117 Early & Safe Return to Work Policy: Work-Related Illness or Injury.

If an employee loses time as a result of a work-related injury/illness they will be paid full wages on the first day of the incident and may be eligible to receive WSIB benefits for the remainder of time away from work, should their claim be approved by WSIB. If an employee is entitled to receive WSIB benefits, they may choose to turn over to the Employer all moneys received for such compensation, in which case the Employer will continue to pay said employee full salary, taking the difference between compensation payment and full salary from the employee's accumulated sick leave bank until such sick leave bank is exhausted, after which time the employee will receive only the WSIB compensation payment.

When an employee is able to return to work after being on WSIB, they will immediately advise their Direct Supervisor who will ensure the employee has medical clearance to return to work. The Direct Supervisor shall contact Human Resources in order that a Form 9 can be completed and sent to WSIB to cancel WSIB entitlement. Failure to do so will result in the employee not being reactivated on to payroll.

### **Benefits**

While on WSIB benefits, the employer will continue benefit coverage as applicable up to one year. For periods beyond that, employees will be responsible for own benefit coverage.

While on WSIB benefits, employees will earn no vacation or sick leave credits.

### ***Procedures***

#### ***Related Policies***

HS0117 Early & Safe Return to Work Policy: Work-Related Illness or Injury

#### ***Related Forms***

HS0105 (F1) - Potential or Existing Unsafe Workplace Condition

HS0105 (F2) - Near Miss

HS0105 (F3A) - Employee Incident Report (Employee)

HS0105 (F3B) - Employee Incident Report (Manager/Human Resources)

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B3.100

October 12, 2022, Process Clarification