



NUMBER:	H: 10
EFFECTIVE:	Jan. 11,2000
AMENDED:	Dec. 16/08
RELATED POLICIES:	H: 06, H:09, Pr H:09
REPEALS:	
REVIEW DATE:	2011-2012

1.0 Objectives

- 1.1 To promote the health and safety of Board employees.
- 1.2 To ensure that all work-related injuries/illnesses are appropriately reported.
- 1.3 To ensure compliance with the Workplace Safety and Insurance Act.

20 Guiding Principles

- 2.1 The Board has developed, and is committed to, a Workplace Safety & Insurance Management Program (as detailed within The Workplace Safety & Insurance Board Management Program Handbook) that establishes procedures to be followed when an employee experiences a work related injury or illness.
- 2.2 The Board is committed to the early and safe return to work of an injured/ill worker to suitable employment within the worker's abilities with no or minimal lost time and with no or minimal loss of earnings, and has developed a modified work program to fulfill that commitment.
- 2.2 It is the Board's belief that through proactive measures such as the Workplace Safety & Insurance Management Program and a comprehensive modified work program, the health and safety of all Board employees will be enhanced by the reduction of accidents, injuries and illness.

3.0 Specific Directives

- 3.1 In the event that an employee suffers a work-related injury/illness, the Board shall ensure that the employee receives first aid treatment and/or provide transportation for medical attention, if necessary.
- 3.2 Employees shall report any work-related injury/illness to their Principal/Supervisor in accordance with the Workplace Safety & Insurance Management Program, and the procedures detailed within the program shall be followed.
- 3.3 The Risk Assessment Manager shall be notified immediately of all serious or critical injuries as defined by the Occupational Health and Safety Act.

- 3.4 The Principal/Supervisor shall ensure that all appropriate forms are completed and forwarded to the Board's WSIB Specialist within 24 hours of the reported injury/illness.
- 3.5 The Board shall maintain complete records in compliance with the requirements of the Workplace Safety & Insurance Board.
- 3.6 The Workplace Safety & Insurance Board Specialist shall be notified when an employee returns to work after a work-related injury.

4.0 Responsibility

- 4.1 The Superintendent of Human Resources shall be responsible for the implementation of this policy, the Workplace Safety & Insurance Management Program, and the Modified Work Program.
- 4.2 The Workplace Safety & Insurance Specialist, The Risk Assessment Manager, principals/supervisors, and employees must be aware of their roles and responsibilities under this policy, the Workplace Safety & Insurance Program, and the Modified Work Program.

5.0 Review and Evaluation

- 5.1 The policy will be reviewed during the 2011-2012 policy review cycle.

6.0 References

Workplace Safety and Insurance Act, 1997
Occupational Health and Safety Act

Related Board Policies and Programs:

H: 06 Health and Safety of Employees

H: 09 Assault on Employee

Pr H: 09 Assault on Employee

Workplace Safety & Insurance Management Program (detailed within WSIB Management Program Handbook)

Modified Work Program (detailed within WSIB Management Program Handbook)