



# INJURY ON DUTY POLICY

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| <b>CODE:</b>           | C.004   |
| <b>NUMBER:</b>         | HUMAN RESOURCES                                   |
| <b>RESPONSIBILITY:</b> | ASSISTANT DIRECTOR OF EDUCATION - HUMAN RESOURCES |
| <b>APPROVAL:</b>       | BOARD OF TRUSTEES                                 |
| <b>APPROVAL DATE:</b>  | AUGUST 2010                                       |
| <b>ISSUE DATE:</b>     | JULY 2010   |
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## INTRODUCTION

The Innu Education School Board shall require all employees to follow the procedures of the Workers Health & Safety Compensation Commission (WHSCC) in respect to all on-the-job injuries.

## SCOPE

All employees of the Innu Education School Board.

## PROCEDURES

### Reporting Process

#### *Worker's Report of Injury*

Employees (Teachers and Support Staff) must complete a Worker's Report of Injury (WHSCC Form 06) after ALL accidents that occur at work and the report must be submitted to their Principal for placement in the employee's personnel file. This report should be forwarded to the WHSCC if the employee loses time from work beyond the date of injury OR requires medical attention.

IF THE EMPLOYEE SEEKS MEDICAL ATTENTION, IT IS IMPERATIVE THAT THE SCHOOL PRINCIPAL BE NOTIFIED IMMEDIATELY.

#### *Medical Report*

Employees who seek medical attention and/or lose time from work beyond the date of the injury, must submit a *Worker's Report of Injury (WHSCC Form 06)* to the WHSCC without delay. A copy of Form 06 is provided to the Principal. Employees MUST consult a medical doctor immediately if the employee will lose time from work as result of injury. If an injury happened on the job, this fact must be disclosed to the doctor.

### *Employer's Report of Injury*

The Principal shall conduct an accident investigation immediately, prepare a written report, complete an Employer's Report of Injury (WHSCC Form 07) and forward all relevant documents (including a copy of WHSCC Form 06) to the both Assistant Director of Educations – Finance and Administration and Human Resources not later than two (2) days after the accident.

## **Claims Assessment**

### *Board Assessment*

The Assistant Director shall:

- Review and assess the Employer's Report of Injury (WHSCC Form 07)\_ and initial form;
- Complete salary details on the Employer's Report of Injury and forward immediately (together with any Principal's reports) to the WHSCC;
- Place the injured employee(s) on injury on duty leave, effective the date of the injury;
- Advise employees of the process and their responsibilities;
- Maintain contact with the WHSCC on the status of the claims;
- Ensure employees co-operate with the WHSCC; failure to do so will result in the employee being placed on leave without pay

### *Worker's Compensation Adjudication*

The WHSCC shall adjudicate the claim, and shall advise the School Board of its recommendation. The School Board shall render a decision on the applicability of injury on duty leave, leading to one of the following:

- Claim rejection: employee place on alternative leave
- Claim approved: employee continues on Injury On Duty Leave

### *Claim for Rehabilitation Services*

The WHSCC shall review claims for rehabilitation services at the earliest opportunity. The WHSCC shall advise the one or both of the Assistant Directors of Education – Finance and Administration and/or Human Resources in writing as soon as possible as to whether:

- The nature of the disability is such that the employee will eventually return to pre-accident employment or
- The nature of the disability is such that the employee will be unable to return to pre-accident employment.

### *Return to Work Programs*

If the WHSCC recommends a return to work program for a worker, the employer will participate where it is deemed to be mutually beneficial to all parties involved.

### *Employer's Subsequent Statement*

When an employee returns to work, the Principal shall complete the Employer's Subsequent Statement (WHSCC Form 09) and forward to the Assistant Director of Education who is leading the case, who will, in turn, forward to the WHSCC.

### **Post Injury Employee Options**

#### *Consultation*

If an employee is deemed unable to return to pre-accident employment, the Director of Education, in consultation with appropriate resource personnel, shall review appropriate options, taking into consideration the employee's age, service, experience and training. Options include:

- Alternate employment
- Retaining; and
- Medical retirement

Any of the options undertaken will be in keeping with the WHSCC Act and in consideration of any other medical benefits which may be available under any applicable group insurance plan.