



POLICIES AND PROCEDURES

POLICY: Employee Workplace Injuries

Date Approved: January 4, 2005

Last Reviewed: 2024-2025

Dates of Amendment: May 23, 2017; May 13, 2025

Cross Reference: [Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#); [Occupational Health and Safety Act O.Reg. 420/21](#); [First Aid](#); [Unauthorized Long-Term Leave – Termination of Employees](#); [Bloodborne Pathogens: Safety Precautions When Dealing with Blood And Body Fluids](#); [Ministry of Labour, Immigration, Training and Skill Development](#)

POLICY:

1. The Board shall recognize and accept the responsibilities placed upon it by the *Workplace Safety and Insurance Act and Regulations* (WSIB).
2. On an annual basis, the Board shall ensure adequate funding is set aside to meet its financial obligations under the *Workplace Safety and Insurance Act and Regulations*.
3. The Board shall expect timely reporting from all staff of employee workplace-related injuries.
4. The Board shall only recognize injuries approved by the Workplace Safety and Insurance Board as workplace-related injuries.

ADMINISTRATIVE PROCEDURES:

1. On an annual basis, the Director of Education will ensure adequate funding is set aside to meet the financial obligations of the Board under the *Workplace Safety and Insurance Act and Regulations*.
2. On an annual basis, the Associate Director of Business Affairs will complete and provide all required information to the Workplace Safety and Insurance Board.
3. Board employees will immediately report any workplace-related injury to their immediate supervisor and the Coordinator of Employee Wellness.
4. The injured employee's supervisor will ensure that an Accident Report Form is completed and is forwarded to the Coordinator of Employee Wellness within three working days of the report of injury.

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5. Injured employees will advise their immediate supervisor and the Coordinator of Employee Wellness of any time away from work under medical supervision for any workplace-related injury. Injured employees will provide the Coordinator of Employee Wellness with a copy of page two (2) of the WSIB Health Professional's Report (Form 8) attesting to the requirement for time off work for workplace-related injuries.
6. The Coordinator of Employee Wellness will coordinate and provide WSIB and the Board's Human Resource Department as well as the employee's trade union, as required, with all information relating to workplace-related absences.
7. Critical injuries as defined under the *Occupational Health and Safety Act (O.Reg. 420/21)* and the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) must be reported to MLITSD.
8. Every employee who has been away from work under medical supervision for a work-related injury will provide to the Coordinator - Employee Wellness and Disability Management:
 - a. A completed WSIB Functional Abilities Form for Planning Early and Safe Return to Work (FAF), identifying an employee's abilities and/or restrictions.
9. The Coordinator of Employee Wellness and Human Resources Department staff will coordinate with the employee and the employee's union/representative, as required, to develop and maintain an Early and Safe Return to Work Program for injured employees.