

Workplace Safety and Insurance Act related Absences

Procedure #: HR.11-08-001

Policy #: HR.11-08

Sub-Topic: Leaves of Absence

Topic: Health, Safety and Wellness

Applies to: All Employees

Purpose

This procedure supports Workplace Safety and Insurance Act related Absences Policy #HR.11-08.

Procedure

Employee Responsibilities

- 1) Make every effort to live and work safely by abiding by proper health and safety policies and procedures and by practising accident prevention, both on and off the job.
- 2) Employees who are on approved WSIB claims are required to co-operate with their Managers/Supervisors, WSIB and Human Resources to ensure appropriate administration of WSIB claims and to facilitate a safe and early return to work. This includes participating fully in the accident investigation, WSIB related administrative and medical processes, and Return to Work Program.
- 3) Notify Human Resources if they are in receipt of WSIB payments immediately.
- 4) Maintain regular contact with their Manager/Supervisor and WSIB claims adjudicator and undertake efforts to support an early and safe return to work.
- 5) When in receipt of WSIB payments, not to engage in any other activity or employment which may affect the Employee's early and safe to return to work.
- 6) Employees are responsible to provide medical documentation and/or ensure that a WSIB Form 8, Functional Abilities Form or any other paperwork and forms required by the WSIB are completed and submitted to the Employer in a timely manner. The cost of providing the above medical documentation is the responsibility of the Employee if not covered by WSIB. All WSIB forms, letters and related documentation including medical certificates will be maintained in the Employees' confidential file in Human Resources.

Employer Responsibilities

Commissioners/Directors/Managers/Supervisors

- 1) Immediately report all work-related employee injuries and/or illnesses to Human Resources and complete appropriate reporting forms.
- 2) Ensure that employee absences are accurately reported on a bi-weekly basis and submitted to Payroll for processing.

- 3) Participate fully in the accident investigation, WSIB related administrative processes, and Return to Work Program as appropriate.
- 4) Inform and support employee awareness of responsibilities as outlined in this policy.
- 5) Ensure compliance with all health and safety legislation, policies and procedures.
- 6) Inform eligible staff of the Employee and Family Assistance Program (EFAP) to assist staff with problems affecting their ability to attend work.

Human Resources Department

- 1) Manage the administrative processes related to WSIB.
- 2) Guide Managers/Supervisors and employees with respect to the Return to Work Program to support the Employee's early and safe return to work when feasible.
- 3) Analyze absenteeism and claims information in support of continuous improvement and cost containment.
- 4) Maintain employee records and information in a secure and confidential manner.
- 5) Support compliance with provincial legislation and regulations such as the Workplace Safety and Insurance Act, Occupational Health and Safety Act, Ontario Human Rights Code, and the Employment Standards Act.

Cross-References

Corporate Policy

Definition of Employee Status #HR.1-01

Emergency Leave #HR.11-07

Employee Performance, Counselling and Progressive Discipline Policy #HR.4-01

Return to Work #HR.8-06

Sick Leave #HR.11-04

Termination of Employment #HR.4-03

Vacation #HR.3-01

Workplace Safety and Insurance Act related Absences Policy #HR.11-08

Other Government Legislation

Employment Standards Act and Regulations

Occupational Health and Safety Act

Ontario Human Rights Code

Workplace Safety and Insurance Act and Regulations

Other References

WSIB Functional Abilities Form

WSIB Form 8

Contact

Human Resources Department or at hr@newmarket.ca

Details

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