

Reporting a Workplace Accident, The WSIB & Early and Safe Return to Work

An Online Internal Accident Report Form must be completed within 24 hours of an incident if an employee:

- sustains an injury at work
- seeks medical attention
- is unable to perform their full time regular duties or is unable to work as a result of the workplace injury.

If you suffer a workplace injury:

1. Obtain first aid if required and report incident within 24 hours.
2. If the injury requires health care, ask your health care practitioner to complete the WSIB Form 8. Employees are to be given a copy of the form.
3. Send the Form 8 to Human Resource Services Confidential Fax # 519-578-2818.
4. Once received, Human Resource Services will make contact to discuss suitable employment based on any restrictions.
5. Human Resource Services will complete and send a Form 7 to WSIB reporting your injury. A copy will be sent to the Employee.
6. The employee will be contacted by WSIB directly. The employee must complete a Form 6 and send a copy to Human Resource Services.

The Workplace Safety and Insurance Act requires employers, injured workers, and Health professionals to cooperate and work together in achieving an early and safe return to work. Full recovery from your injuries is not required for you to return to work, we can provide you with modified work and modified hours that are within your abilities.

WSIB and Early and Safe Return to Work Responsibilities

School Board's Responsibilities:

- Co-operate with the employee and WSIB in the return to work process
- Contact and communicate with the injured worker as soon as possible after the injury and throughout their recovery and return to work.
- Provide suitable employment within the workers abilities. This may require modifying the work to accommodate the worker.
- Provide suitable employment that restores the workers pre-injury earnings as closely as possible.

Employee's Responsibilities:

- Co-operate with the employer and the WSIB in the return to work process.
- Obtain proper medical documentation and treatment.
- Maintain communication throughout their recovery and return to work.
- Assist employer in identifying suitable work.
- Provide the WSIB with any information requested about progress in returning to work.

Health Care Professionals Responsibilities:

- Co-operate with the employer and WSIB in the return to work process.
- Complete the Form 8 and Functional Abilities Form (FAF) for the employer and WSIB.
- Provide medical information to the WSIB.



Waterloo Catholic
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Workplace Accommodation, Disability Management & The WSIB

QUICK REFERENCE GUIDE

Contact Information: Human Resource Services Total Attendance Management

(519) 578-3660
Ext. 2210 or 2251 or 2315
e-mail: tam@wcdsb.ca



Disability Management

Disability: Any injury, illness or medical condition that may prevent an employee from performing the essential duties of their job or impact their ability to sustain regular and consistent attendance.

Workplace Accommodation

Workplace Accommodation is a cooperative process between the employee, supervisor, Human Resource Services (HRS) and the union if requested by the employee.

Accommodation types:

- ◇ Long term (Permanent)
- ◇ Temporary (i.e. recovery periods, temporary disability)

Process of Job Accommodation:

1. Notification (by employee) to HRS of a disability which affects work capability.
2. Documentation of Medical Restrictions and Limitations is required. (Contact HRS for further information.)
3. Upon receipt of medical documentation, the physical and cognitive demands of employees job is compared with their restrictions and limitations in consultation with all parties.
4. If accommodations can be provided to enable the employee to perform the essential duties of their position, a Return to Work (RTW) or Accommodation Plan is provided in writing to all parties.
5. A RTW or Accommodation Plan is implemented.
6. Ongoing Review of Restrictions and Limitations until accommodations are no longer required.

Accommodation Roles and Responsibilities

Employee:

- Responsible to inform employer of their needs
- Co-operate in providing necessary medical documentation
- Participate in solutions
- Work with employer on an ongoing basis to manage the accommodation process

Employer:

- Listen to employee accommodation requests attentively.
- Request only medical information required to evaluate accommodation needs.
- Obtain expert advice or opinion when necessary (i.e. ergonomist)
- Take an active role in finding possible solutions
- Maintain confidentiality

Supervisor/Principal:

- Take an active role in finding possible solutions in the accommodation process.
- Refer accommodation requests to HRS promptly
- Forward any medical documentation received to HRS and do not keep copies.

Union:

- Take an active role as partners in accommodation process
- Share joint responsibility with employer
- Support all necessary accommodation measures

Illness Absence Is Five (5) Consecutive Working Days or Greater

In order for an absence to be approved as a medical leave, Board policy requires that medical documentation be received which includes the medical restrictions and/or limitations that impair work capability.

Non- OECTA Staff:

When an absence is five (5) consecutive working days or greater, the Boards *Standard Medical Certificate* must be completed by an attending physician and submitted to Human Resource Services to be adjudicated for a medical leave.

OECTA Staff:

When an absence is five (5) consecutive working days or greater, the OECTA Medical Certificate must be completed by an attending physician and submitted to Human Resource Services to be adjudicated for a medical leave. If the Board is unable to adjudicate a Medical Leave based on your doctor's response to the "nature of illness" question, The Board would require the medical restrictions and/or limitations that impair work capability.

OSSTF Staff:

When an absence is five (5) consecutive working days or greater, the Boards OSSTF Medical Certificate must be completed by an attending physician and submitted to Human Resource Services to be adjudicated for a medical leave.

For more information please contact Human Resource Services.

(Forms can be found on the StaffNet- HR Services- Total Attendance Management- Forms)