



POLICY P.054.HS

TITLE: WORKPLACE SAFETY AND INSURANCE

Date issued: August 1998
Revised: November 2003
Authorization: Board: 25 June 1998

1.0 OBJECTIVE

To ensure the Board's compliance with its obligations as an employer for reporting and recording all workplace accidents and injuries and to provide a fair and consistent approach to rehabilitation for its employees who have been injured on the job.

2.0 POLICY

- 2.1 The Ottawa-Carleton District School Board shall ensure compliance with the obligations placed upon it by the *Workplace Safety and Insurance Act* 1997, specifically to:
- a) ensure that employees report all workplace accidents as soon as possible, and seek appropriate treatment for personal injury or disease arising out of or in the course of employment;
 - b) keep records of all workplace injuries (including those requiring first aid only) and report to the Workplace Safety and Insurance Board (WSIB) all workplace injuries requiring health care treatment, or resulting in health care treatment with time lost from work;
 - c) perform workplace accident investigations objectively without placing blame or causation, to assist in establishing the root cause of accidents and take corrective action to help in the prevention of further work-related incidents or accidents;
 - d) establish regular contact with injured employees, the WSIB, health care professionals, and workplace supervisors, in accordance with the provisions of the *Workplace Safety and Insurance Act* (the *Act*);
 - e) re-employ all employees recovering from occupational injury or disease as soon as medically acceptable, according to the provisions of the *Act*;
 - f) implement a modified work plan to assist injured employees who are temporarily unable to return to the regular duties of their pre-injury job, to return to

appropriate employment with the ultimate goal of returning injured employees to their pre-injury employment whenever possible; and

- g) enhance the mandate to protect and maintain a safe and healthy working environment, incorporating the principles of workplace safety and protection from loss of earnings.

3.0 REFERENCE DOCUMENTS

The Education Act , 1998, ss. 8 (9), 171

The Workplace Safety and Insurance Act, 1997

(Formerly the *Ontario Workers' Compensation Act*, R.S.O. 1990, c, W. 11)

Ontario Occupational Health and Safety Act, R.S.O. 1990 (as amended)

Board Policy P.058.HS: Occupational Health and Safety