



HUMAN RESOURCES MANAGEMENT 2 – Workers’ Compensation Board

Date: December 11, 2001

Responsible Administrator: Associate Superintendent, Human Resources

1.0 RATIONALE

Accidents must be reported immediately to the Workers’ Compensation Board.

2.0 PROCESS

The Human Resources Department will be responsible for maintaining the process and ensure that it is followed.

3.0 GUIDELINES

3.1 An employer’s statement must be completed by the employee’s supervisor.

3.2 Contact the Payroll Department for the wage information.

3.3 Photocopy the statement for the employee’s personnel file

3.4 Mail or fax the completed statement to the Workers’ Compensation Board within 72 hours of the incident.

3.5 The following staff are covered under Workers’ Compensation Board:

- Teachers who work in Industrial Arts areas and their substitutes
- Principals/Vice-principals (administration time only)
- All non-teaching employees
- Volunteers

References: *General Pay Plan, CUPE Collective Agreement, ATA Collective Agreement*