

Accident Reporting Procedures

When an employee is injured at work – regardless of the severity of the injury – the accident must be reported **immediately** to the supervisor. The supervisor **must** investigate the accident and ensure the following procedures are adhered to. Failure by the Board to report an insurable accident to WSIB will result in a \$250 fine. If the Board is fined as a result of the failure of the supervisor to properly record and report an accident, the fine will be charged to the school/department operating budget.

1. The employee **must** complete Page 1 of the **Accident/Incident Report Form** available in all school offices (HR-04 under Staff Conferences/Forms/HR Forms). If the employee is not capable of completing the form, it should be completed by the supervisor. The supervisor **must** complete Page 2 of the Accident/Incident Report Form and record the accident in the Accident Record Book. This book **must** be maintained in each school to record the date, time and nature of the injury/accident. The completed form must be faxed to the **Senior Administrator of Human Resources at 674-0994** within 48 hours of the incident/accident.
2. If the injury requires the employee to **seek medical attention** and/or if the employee is **absent from work resulting from the injury**, the employee is required by law to sign a consent form (bottom of page 1) which indicates that they are claiming benefits under WSIB and their agreement that their doctor provide the Board and WSIB with information about the employee's functional abilities and any restrictions on return to work.
3. If the employee is off work due to the accident and unable to sign the consent form, the Human Resources department will communicate with the employee to obtain written consent.
4. The Human Resources department will complete Form 7, Employer's Report of Injury/Disease based on the information on the Accident Report and communicate with WSIB.
5. The Human Resources department will maintain communication with the employee during the absence and will work with the employee, the supervisor, the physician and WSIB in an effort to expedite the employee's early and safe return to work. The Human Resources department will, when required, forward to the employee a copy of the a WSIB form entitled "Functional Abilities Form for Planning Early and Safety Return To Work". The employee **must provide the form to their physician/health care professional who is required by law to complete the form.**
6. The supervisor must maintain contact with the employee during their absence to determine the possibility for return to work and to keep up to date on the employee's progress. Communication with the Human Resources department regarding a claim is essential.
7. When an employee returns to work, the Human Resources department must be notified immediately by the supervisor so that the information can be communicated to WSIB.
8. Should an employee be absent some future date as a result of a previous injury at work, the supervisor **must** notify the Manager of Human Resources immediately in order to ensure that the proper procedures are followed.