

**TOWN OF  
AMHERSTBURG**



**POLICY NO.:** H04 – WSIB Reporting

**SOURCE:** Council Minutes

**SECTION:** Report 13

**DATE ENACTED:** May 23, 2006

**DATE OF AMENDMENT:**

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**SUBJECT:**

Health & Safety – WSIB Reporting

**INTENT:**

To provide a procedure which outlines the reporting requirements for all compensable injuries.

**SCOPE:**

This policy applies to all employees.

**RESPONSIBILITY:**

1. Employees are required to report all accidents/incidents to their immediate supervisor and to keep him/her advised of their return to work status.
2. The department supervisor is responsible for the notifying Human Resources of any compensable accidents/incidents and for updating them on changes to an employee's return to work status.
3. All Supervisors are responsible for completing and forwarding the claim to the Workers' Safety and Insurance Board within 3 days of the accident.
4. The Payroll Clerk is responsible for providing the necessary wage information required for the completion of forms or to satisfy requests from the Board.

**PROCEDURE / IMPLEMENTATION:**

Upon the occurrence of a compensable accident/incident, the department supervisor will:

**A. Initial Claim:**

1. Ensure the employee has the attending physician complete a "Functional Abilities Form for Timely Return to Work".

2. Complete an "Employee/Incident Report" (Form HS003).
3. Complete an "Employer Report of Injury/Disease (FORM 7)" using the information provided on the "Employee Incident Report".
4. Submit the signed "Employer's Report of Injury/Disease (Form 7)" to the Workplace Safety and Insurance Board within 3 days of the accident/incident. Provide a copy to Human Resources.

**B. Claims Management:**

1. Provide the employee and the physician with information regarding the availability of modified duties.
2. Continue contact with the employee with regard to their status and the availability of updated functional abilities information.
3. Advise the payroll clerk when an employee is able to return to full or modified duties. The Payroll Clerk will submit an "Employer Subsequent Statement (Form 9)" to the WSIB.
4. Follow the procedures outlined in the Return to Work Policy (HS-6).

**Internal Reporting**

The Human Resources Specialist will:

1. Complete an internal WSIB Summary Report for analysis by management and supervisors on a quarterly basis.