

## ***Injury on Duty***

<b>Reviewed Date</b>		<b>Number</b>	<i>HS0105</i>
<b>Revised Date</b>		<b>Approved Date</b>	<i>December 19, 1990</i>

### ***Introduction***

N/A

### ***Purpose***

N/A

### ***Legislative Authority***

N/A

### ***Policy Definitions and Interpretation***

N/A

### ***Policy***

When an employee is injured while working for the Health Unit, the incident must be reported to the employee's manager. The manager is responsible for:

1. telephoning details of incident to Corporate Services, and;
2. completing an employee incident form and forwarding it to Corporate Services regardless of whether the employee must seek medical aid or the injury results in time off work. (refer to Health and Safety Manual)

In the event that an employee is injured such that he/she requires medical aid, the foremost concern should be the welfare of the employee. The injured employee should be transported to a medical facility for emergency aid and driven home if necessary. The employee should be given a Treatment Memo Form 0156 to take to their Doctor or Hospital when requiring medical aid. Corporate Services will contact the employee to determine if he/she will be off work and for how long.

If an employee loses time as a result of the injury they will be paid full wages on the day of the incident and will receive WCB payments for the remainder of time away from work. Payment is normally received within one week of the incident. If an employee is entitled to receive Worker's Compensation, he/she may choose to turn over to the Employer all moneys received for such compensation, in which case the Employer will continue to pay said employee full salary, taking the difference between compensation payment and full salary from the employee's accumulated illness allowance credit until such credit is exhausted, after which time the employee will receive only compensation payment.

When an employee returns to work after being on workers compensation, he/she will advise Corporate Services on their return immediately so that a Form 9 can be completed and sent to WCB to cancel entitlement. Failure to do so will result in the employee not being reactivated on to payroll.

**Benefits**

While on Workers Compensation, the employer will continue benefit coverage as applicable up to one year. For periods beyond that, employees will be responsible for own benefit coverage.

While on Worker's Compensation, employees will earn no vacation or sick leave credits.

**Procedures**

N/A

**Related Policies**

N/A

**Related Forms**

- HS0105 (F1) - Potential or Existing Unsafe Workplace Condition
- HS0105 (F2) - Near Miss
- HS0105 (F3A) - Employee Incident Report (Employee)
- HS0105 (F3B) - Employee Incident Report (Manager/Human Resources)

**Final Approval Signature:** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B3.100