

University of Prince Edward Island Policy		Policy No. admhrdemb0002	Revision No. 1
Policy Title UPEI Workers' Compensation (WCB) & Incident Reporting & Investigation Policy		Page 1 of 5	
Creation Date 01 April 2002	Version Date 20 November 2006		
Authority Board of Governors	Review Date 20 November 2011		
Responsibility Human Resources Department		Access C	

1 Purpose
 To ensure consistency among UPEI departments for reporting workplace incidents using *UPEI's Incident Report and Investigation Form* and compliance with the PEI Workers Compensation Board (WCB) legislation.

2 Scope
 All staff covered by the Workers Compensation Act. WCB coverage does not normally apply to students (unless hired/On the job training) and the public. For further information on coverage for students or faculty, please consult Human Resources (HR).

According to WCB Policy Number: POL 04-66, "Learners (students) who are injured while performing on the job training may receive compensation benefits."

4 Policy

Responsibility

This policy is developed and administered by the Human Resources Department.

Policy

- 4.1 Subject to approval by WCB, eligible employees of the University shall be granted salary replacement and/or medical aid benefits from Workers' Compensation if unable to perform their regular duties as a result of:
 - 4.1.1 personal injury received in the performance of their duties and not caused by the employee's wilful misconduct; or
 - 4.1.2 an industrial illness or a disease arising out of, or in the course of their employment.
- 4.2 In the event of an incident resulting in death or life threatening injury, Workers Compensation, the worker's supervisors, the VP/Dean/Chair/Manager, Human Resources, and the President's office must be notified immediately.

4.3 **UPEI Incident Report and Investigation Form**

Reports can be used to prevent further incidents from occurring

- 4.3.1 When an incident occurs which results in personal injury, the employee and the immediate supervisor will complete the University's Incident Report and Investigation Form. This form must be completed for all incidents regardless of their severity. Supervisors are responsible for following up on recommended corrective actions. Reports can be used to prevent further incidents from occurring.
- 4.3.2 Near misses (close calls) must also be reported on the form. Near misses provide information on potential hazards and allow such hazards to be tracked, grouped, and hopefully prevented
- 4.3.3 The supervisor must ensure all sections are completed on the Incident Report and Investigation Form. At the bottom of the form, highlight the people/Departments who copies were sent to. Copies sent should be based on the degree of severity of the incident or near miss.
- 4.3.4 The completed UPEI incident report form will then be signed by the employee's Supervisor and Dean/Director/Chair/or Manager. The original copy will be forwarded to the Human Resources Department for review and signature. HR will assign an Incident Number, follow-up if necessary, summarize the report electronically, and file the original form. The Health and Safety Advisor will report all incidents (generic information) to the Health and Safety Steering Committee and to the applicable local health and safety committee(s).

4.4 **WCB Forms**

There are two WCB forms that are required to be completed for incidents involving staff.

These forms are required whether the injured worker has missed time from work or not. The forms must be completed for any incident that could potentially cause a health problem in the future.

Under the Workers' Compensation Act, the Employee's Report (Form 6 - completed by injured staff) and the Employer's Report (Form 7 - completed by supervisor) must be submitted to HR within 3 days of the date of injury and must be submitted before benefit entitlement will be reviewed by WCB.

If, due to unusual circumstances, a delay in forwarding the report is anticipated, the supervisor of the injured worker must inform WCB Client Services by

telephone (368-5680), in order that a compensation claim may be initiated within the three day period allowed by WCB.

- 4.5 The three forms can be found on the UPEI health and safety website: www.upei.ca/safety. The three completed forms shall be forwarded to the Human Resources Department who will in turn keep a copy of the forms in the worker's personal file and forward the forms to the Workers Compensation Board with a cover letter.
- 4.6 Employees must be under the care of a doctor in order to qualify for compensation benefits. Without a doctor's report of injury, the claim may not be approved for benefits by WCB.
- 4.7 The WCB forms and an attending physician's report will be reviewed by a WCB Entitlement/Case Manager and will be used in the claim adjudication process.
- 4.8 WCB will notify the employee and HR of their decision in writing with regard to the acceptance and any possible ongoing maintenance of the claim. If the employee will be off work beyond the date of the injury, WCB will advise the University of the start date for compensable salary replacement benefits.
- 4.9 If WCB approves the case in the event of a time-loss incident, they do not compensate for the first three days. The injured worker must complete a UPEI sick leave form for the first three days.

HR will require a Personnel Transaction Form from the injured employee's Department to remove the employee from payroll.
- 4.10 While on salary replacement benefits, an employee's enrolment in all employee benefit programs shall continue, subject to the applicable collective agreement.
- 4.11 The injured worker and the supervisor should keep in contact if the injured worker is off work for an extended period in order to keep informed about the progress and status.
- 4.12 UPEI will support and encourage ease-back situations and/or modified duties, as recommended by WCB, to return an employee to active pre-injury duty. HR will keep the injured employee's department informed of the progress of any long-term claims.

- 4.13 Once the ease back program is approved by the WCB Entitlement/Case Manager, they forward the case to a WCB Occupational Therapist. From this point all communication regarding the ease back should be made to the Occupational Therapist (call 368-5680, provide the case ID #).

The WCB Occupational Therapist plans the ease back program and communicates the plan to the injured worker on a weekly basis. The Occupational Therapist sends HR a paper copy of the ease back program on a weekly basis and HR forwards this information to the supervisor of the injured worker. HR will facilitate the ease back program between the injured worker and the supervisor. Upon communication and a progress review with the injured worker, the Occupational Therapist notifies the worker and HR of the return to work date. HR will notify the supervisor who will then complete a Personnel Transaction Form in order to bring the employee back on pay at the end of the ease back period.

- 4.14 If reoccurrences or relapses occur:
- Advise supervisor
 - Seek medical attention
 - Complete another UPEI Incident Report and Investigation Form, WCB Form 6 (Worker's Report) and WCB Form 7 (Supervisor's Report) in order to have the claim reassessed.

4.15 **Procedure For Non-Employees**

When an incident occurs which involves personal injury to a student, visitor, or other non-staff member, the person in charge of the area where the incident took place shall complete an UPEI Incident Report Form and forward the original copy to HR.

4.16 **Incident Investigation**

The following Types of Incidents Will be Investigated:

- All serious injury incidents which result in hospitalization or an absence for two or more days;
- All fires or explosions;
- All major spills or releases of chemicals;
- Any incident or series of incidents that the Health and Safety Advisor, Health and Safety Committee members, or supervisors deem to be investigated.

All incidents will be investigated by the supervisor or manager to identify and implement changes designed to prevent similar incidents from occurring in the future. In addition, the Health and Safety Advisor and/or Health and Safety

Committee Members will be involved in serious incident investigations.

It is expected that the supervisor, the person involved with the incident and all other members of the University will co-operate with the investigation.

- 4.17 In all of the above, the terms of the applicable collective agreement and the Workers Compensation Act will supercede this policy should discrepancies arise.

5. References

PEI Workers Compensation Act, Chapter W-7.1. www.wcb.pe.ca

WCB Policy Number: POL 04-66, Subject: Learners. www.wcb.pe.ca

Applicable Collective Agreements

6. Review

Every five years or earlier if necessary by the Human Resources Department.

Revision passed by the Board of Governors - November 20, 2006