

Work Related Injuries

		Adopted: June 28, 2011 Amended: October 27, 2016
	External References: <ul style="list-style-type: none"> • Saskatchewan Workers' Compensation 	Internal References: <ul style="list-style-type: none"> • AP 315 Illness-Injuries at School • AP 431 Duty to Accommodate • Form 432-1 Violent Incident Report

Background

Workers' Compensation may provide benefits to employees who suffer a work-related injury.

In all Workers' Compensation Board claims the Employee Benefits Officer is to act as a liaison between the Workers' Compensation Board and the Principal/supervisor.

In Saskatchewan, teachers employed on continuing, replacement or temporary teaching contracts are not eligible for Workers' Compensation. Coverage for all other employees will be in accordance with the Workers' Compensation Act.

1. Reporting Work-related Injuries

- 1.1 Employees are to report work-related injuries to the Principal/supervisor as soon as possible after the injury occurs whether medical attention is required or not.
 - 1.1.1 If the incident/injury is the result of a violent incident the employee is required to complete Form 432-1 Violent Incident Report.
 - 1.1.2 Form 315-1 Marsh Incident Report is completed for any incident/injury.

2. Work Related Injuries Requiring Medical Attention

- 2.1 If an employee suffers a work-related injury requiring medical attention, Workers' Compensation Forms must be completed as soon as possible after the injury. The employee may complete Workers' Compensation Board forms during the visit with a medical provider or by contacting the principal/immediate supervisor following the injury.
- 2.2 The Principal/supervisor is responsible for ensuring that injuries are reported to the Employee Benefits Officer immediately following notification from the employee of the work related injury.
- 2.3 The Report of Injury forms can be obtained by contacting the Employee Benefits Officer.
 - 2.3.1 The employee (or representative) is to complete the W1 Form (Workers' Initial Report of Injury) and forward it to the Principal/supervisor.
 - 2.3.2 The Principal/supervisor is to forward the W1 Form to the Employee Benefits Officer.
 - 2.3.3 The Principal/supervisor is to complete the E1 Form (Employers' Initial Report of Injury) and forward it to the Employee Benefits Officer.
- 2.4 The Employee Benefits Officer is required to forward both the W1 and E1 forms for all work-related injuries to the Workers' Compensation Board no less than five (5) days after the

injury occurs. The employer is subject to significant fines for failure to report injuries to the Workers' Compensation Board in a timely manner.

3. Returning to Work after a Work Related Incident/Injury

- 3.1 The employee should contact the Human Resources Officer to discuss restrictions and limitations and/or accommodations required for the employee's return to work. Refer to Administrative Procedures 431 Duty to Accommodate.
- 3.2 The Human Resources Officer, Principal/supervisor and employee would then determine a return to work plan based on an abilities assessment form completed by the physician.
- 3.3 The Principal/supervisor should contact Human Resources to discuss the modified work opportunities or other pertinent claim issues.
- 3.4 The Employee Benefits Officer will advise the Workers' Compensation Board of any changes to the employee's work status and any other pertinent issues, which may impact the claim within 24 hours of notification.