

4.7 WORKSAFE BC – COMPENSABLE CLAIMS/LEAVES POLICY

Reporting Incidents:

Employees who, through an incident while working, have an injury or a potential injury, must report the incident to their Supervisor/Coordinator immediately and must fill out a WorkSafe BC Form and return it to the designated Manager within 24 hours of the injury. This form must be forwarded to WorkSafe BC by the Payroll department as soon as possible.

Policy:

Our policy with regard to WorkSafe BC compensable claims is to expedite the processing of the claim and to try to minimize the interruption of employees' incomes. Employees should neither lose nor gain any income as a result of a compensable injury. All WorkSafe claims for employees will be administered as per the Collective Agreement and applicable laws and regulations.

Communication During Leave:

The employee must contact his/her Supervisor or Coordinator once per month for progress reports wherever possible. Employees taking a vacation while on WorkSafe BC must advise the employer and WorkSafe accordingly. During an absence from work of longer than one month because of a WorkSafe-related injury, the employee shall make every reasonable effort to advise the employer of any change in his/her expected date of return as soon as possible.

Return to Work:

Prior to return to work from a WorkSafe Leave of longer than two weeks but not longer than two months, the employee shall give the employer one week's notice, in writing, of his/her intention to return to work.

Prior to return to work from a WorkSafe Leave of longer than two months, the employee shall give the employer two week's notice, in writing, of his/her intention to return to work.

For all WorkSafe Leaves of longer than two weeks, the employee should contact the employer prior to their return to work to obtain a letter to be submitted to their physician to complete. The letter will include the following information:

1. Medical reason for absence from work
2. Treatment received during the absence from work
3. Assurance that there are no ongoing effects which might
 - i. prevent the employee from being able to fulfill his/her responsibilities
 - ii. put the employee at risk
 - iii. put co-workers or clients at risk.

When an employee has been off of work for four weeks or longer, they will meet with the department Manager, as well as their Coordinator/Supervisor, prior to their return to work to present their doctor's note and discuss any changes or updates and verify their return to work date.

DMI, acting on behalf of the employer, has the right to request, receive and review the Worksafe BC Medical Report confirming the employee's medical status related to an injury received at work.

DMI, acting on behalf of the employer, also has the right to request a second medical report where it is apparent that the employee's injury has resulted in restrictions affecting the employee's ability to perform their complete job.