
Workers' Compensation

Policy Number:	4410
Key Process Area:	Employee Engagement & Culture
Owner:	VP FA
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POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to providing a safe and healthy work environment and provides orientation to ensure employees are aware of workplace hazards and training required to perform job duties in a safe manner. NBCC will adhere to all provisions of the *Workers' Compensation Act SNB c. 14*. When accidents happen in the workplace, NBCC will support employee recovery and return to work.

PURPOSE

This policy describes employee and NBCC's responsibilities and processes to follow in the event of a workplace accident.

Workers' Compensation is a mechanism for providing loss of earnings, medical, hospital or other related expenses for employees who suffer from an occupational disease or a personal injury incurred as a result of employment.

SCOPE AND LIMITATIONS

This policy applies to all employees at all locations of NBCC.

1.0 DEFINITIONS

Not applicable.

2.0 IMPLEMENTATION

2.1 Coverage

All employees are covered by Workers' Compensation while at any facility of NBCC, as well as when they are away from the facilities, but on work-related functions and/or activities.

Compensation is based on evidence to WorkSafeNB. Benefits will not be payable when the injury is attributable solely to the willful misconduct of the worker. Rights to compensation may be suspended if medical documentation and/or medical advice is not provided or followed.

2.2 Responsibilities

2.2.1 The employee is responsible for:

- a) reporting the accident using *Report of Accident or Occupational Disease* form known as Form 67, as soon as possible after the occurrence and before leaving the workplace if possible. Information reported should include how, when and where the accident occurred and the name(s) of any witness(es).
- b) obtaining required medical care and for ensuring the doctor is aware the accident occurred at the workplace.

- c) following the medical treatment prescribed by treating professionals and WorkSafeNB.
- d) providing all medical information requested by WorkSafeNB.
- e) participating in NBCC's return to work program.

2.2.2 The employer is responsible for:

- a) receiving Form 67 from the injured worker and completing sections required of employers.
- b) sending Form 67 to WorkSafeNB within three days of notification or awareness of the injury, or within one day if the accident resulted in loss of consciousness, fractures, burns or death or other causes as set out in the Act.
- c) providing transportation, if required, to a place where proper medical care can be given to the injured worker.
- d) providing further reports as required by WorkSafeNB.
- e) making reasonable accommodation for the employee to be able to return to work.

2.3 Benefits

2.3.1 Employees off work due to a workplace injury receive the following benefits:

- a) **Salary**
 - i. Payment for time lost from work based on medical documentation related to the accident;
 - ii. 100% of salary less all normal deductions;
 - iii. If the duration of the WorkSafeNB claim exceeds four months, employees must apply for disability benefits under the Canada Pension Plan (CPP). Any pay received will be reduced by the gross amount received from CPP. Employees are required to sign an agreement to reimburse the employer for any salary overpayments.
 - iv. If there is no time lost from work other than the day of the accident, medical aid benefits will be covered.
- b) **Medical Expenses**
 - i. *all* hospital and medical costs related to the workplace accident or occupational disease; any medication prescribed in connection with a compensable injury. When claiming these costs, the worker must submit the original receipt to the WorkSafeNB;
 - ii. any dental treatment related to a compensable accident. The dentist must submit a report of work to be done and authorization from the WorkSafeNB before commencing treatment.
 - iii. artificial limbs, braces, crutches, canes, hearing aids and other aids that may be prescribed by a physician. Reasonable repair and maintenance of these items will also be considered.
 - iv. replacement cost of eyeglasses if they are damaged, broken or lost in a compensable accident. The original receipt for the replacement eyeglasses must be submitted to WorkSafeNB.
 - v. transportation allowances as determined by WorkSafeNB.
 - vi. transportation expenses will be covered if the worker is:

- A. instructed to report to the in person;
- B. granted a hearing to appeal a decision;
- C. required to travel more than 15 kilometers return for medical treatment;
- D. required to travel to the Workers' Rehabilitation Centre.

2.3.2 Other Benefits as contained in the *Workers' Compensation Act*:

- a) Awards for permanent impairment
- b) Benefits to dependents of fatally injured workers
- c) Assistance towards funeral expenses
- d) Vocational rehabilitation services

2.4 Appeals

A worker, a dependent or an employer may appeal any decision affecting rights under the *Workers' Compensation Act*. Appeals should be in writing and must state the file number, the decision being appealed, the reasons for the appeal and any additional information that you may wish to submit concerning the appeal.

3.0 OTHER RELATED DOCUMENTS

WorksafeNB Report of Accident or Occupational Disease
Workers' Compensation Act SNB c.14 (8000.4692)
Financial Administration Act (8000.4672)