

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



OHS-10 Workers' Compensation Program Policy

Department: Occupational Health and Safety

POLICY OBJECTIVE:

The County of St. Paul desires to establish a process for managing incidents where and employee is injured, and the Workers' Compensation Board may need to be involved.

POLICY STATEMENTS:

1.0 Employer Responsibilities

1.1 The employer shall:

- (a) Keep a written record of all first aid treatment;
- (b) When required, provide immediate transportation to a hospital, doctor, or to any other place that is appropriate for the treatment of the employee's condition;
- (c) Deliver first aid in accordance with regulations of the *Occupational Health and Safety Act*;
- (d) Promptly provide the Workers' Compensation Board with an employer's report of the accident form (C-040) and such other reports or information as are necessary;
- (e) If the accident disables , or is likely to disable the employee for more than the day of the accident, the employer shall give notice of the accident to the Workers' Compensation Board within 72 hours of acquiring knowledge of the incident or the allegations and shall give a copy of the notice to the employee as required;
- (f) If the worker is not disabled beyond the day of the accident, the employer is not required to report the accident to the Workers' Compensation Board unless necessary medical aid is not included under basic health services as defined by the *Alberta Health Care Insurance Act*. Examples of medical aid not included under the *AHCI Act* are drugs and dressings, prosthetic replacement, naturopathic services, dental repair, eyeglass replacement and other miscellaneous services;

- (g) If an accident disables an employee for the day or part thereof, the employer shall, by the end of the next regularly scheduled pay period after that day, pay compensation to the employee for that day in the amount equal to the minimum normal net wage the employee would have received for that day if he or she had not been disabled and had been available for the normal course of work;
- (h) If the accident disables the employee for longer than the day of the accident, compensation shall be paid to the employee from and including the day following the day the accident occurred; and
- (i) Employers are required to keep this Policy posted in a conspicuous place on the premises and readily accessible to all employees.

2.0 Employee Responsibilities

2.1 The employee shall:

- (a) Promptly obtain the necessary first aid treatment;
- (b) Notify the employer immediately of any injury requiring medical aid and ask the doctor for a Treatment Memorandum Form (C-050A-84) to take to the employer if the accident disables the worker for longer than the day of the accident;
- (c) Have the initial choice of doctor or other qualified practitioner with the understanding that a change of doctor cannot be made without the permission of the Workers' Compensation Board;
- (d) Complete and promptly return all report forms received from the Worker's Compensation Board; and
- (e) Do not leave the province without permission of the Workers' Compensation Board. Failure to obtain such permission will place present and future compensation and medical aid entitlement in jeopardy. If an employee plans to leave the province during the disability period, the Workers' Compensation Board should be consulted.

** Workers' Compensation Board can be contacted at:
Workers' Compensation Board
Box 2415
Edmonton, Alberta T5J 2S5
(780) 427-1131

Council Approval: September 14, 2010