

## ***I've been injured or become ill as a result of work, what do I do?***

All workplace needle sticks, exposure to body fluids, and incidents/illnesses that result in a visit to a Health Care Professional or time lost from work must be reported to SAFE. Additionally, all employees are expected to report incidents, near misses, abusive behavior, work environment concerns, and safety concerns to their immediate Supervisor or Manager and to SAFE.

If you have:

Sustained a workplace injury/illness AND

- Sought medical attention for your workplace injury/illness AND/OR
- Lost time from work due to your workplace injury/illness,

your claim will be forward to the Workers' Compensation Board (WCB) for review and determination of benefits.

## ***What is the Workers' Compensation Board and what do they do?***

The Workers' Compensation Board (WCB) of Nova Scotia promotes workplace injury prevention and provides injured workers with financial and healthcare benefits and services to help them safely return to work. The WCB is a no-fault agency, meaning that assistance does not depend on who was at fault when the injury occurred. They also assist injured workers and their employers with safe and timely return to work after a workplace injury.

## ***Why should I report my workplace injury/illness?***

Under CDHA Policy, CH 80-022 Workplace Employee Hazards and Incidents, any employee that sustains a work-related injury/illness is obligated to report it to both their supervisor/manager and the SAFE (473-7233) line. In addition, CDHA employees would be obligated to report workplace injuries/illnesses under their respective Collective Agreements.

## ***Am I covered by WCB?***

When a business is registered with the WCB, as CDHA is, everyone working for the business is covered under the Workers' Compensation Act. This includes full-time, part-time, and casual employees as well as subcontractors who do not have their own coverage.

## ***What type of Benefits does the WCB provide?***

WCB provides income replacement and health care benefits for the duration of your claim. They also provide vocational rehabilitation services should you be unable to return to CDHA following your workplace injury/illness.

## ***Are there situations where WCB benefits may be delayed/declined?***

If the information provided to WCB does not support an employee's injury/illness is work-related, your claim will be declined.

In addition, your WCB claim may be suspended/terminated if you do not comply with the recommended treatment programs or identified transitional duties offered by the employer.

If your WCB claim is declined, you do have the right to appeal. This can be done by contacting the WCB directly and requesting *The Notice of Appeal to a Hearing Officer*.

## ***Who will have access to my medical information?***

The WCB receives all medical documentation while an employee is on claim, not Occupational Health. While on a WCB claim, employees are not required to submit medical to CDHA in relation to their compensable injury.

Your employee health record is kept confidential in Occupational Health. The only information that is shared with your manager is the duration or expected duration of your personal illness/injury, your fitness to return to work, any limitations associated with your fitness to work, and whether the illness is legitimate.

## ***Getting You Back to Work Safely – Everyone's Responsibility***

### ***The Employee's role***

If an employee has a work related injury, they are required to report the incident to the SAFE line. The SAFE line will notify the benefits department who complete the accident report and fax it to WCB. WCB will contact the employee directly when they receive the claim to advise on the decision of the claim, and make requests for treatment and further medical documentation. The employee is expected to participate fully in the recommended treatment programs and return to work programs, and can be declined benefits for non-compliance.

## ***The Occupational Health WCB Specialist's Role***

The role of the WCB Specialist is to assist employees with any questions or concerns they may have with the WCB process and/or claim decisions. This may include being a resource for CDHA employees as they access services through WCB and continue on an ongoing basis during the duration of an active claim. The WCB Specialist does not adjudicate a WCB claim. The WCB Specialist does not receive medical from the employee as in the Short Term Illness process, but does receive treatment outcomes, functional information and progress reports from treatment providers such as Physiotherapists. The WCB Specialist is the liaison between WCB and the employer to clarify issues in claims, and to act as representative of the employer in the process. The WCB Specialist will authorize modified return to work programs for employees, and clarify the requirements of the programs and the employee's limitations with managers.

## ***Your Manager's role***

The expectation of the manager is to ensure employees are contacting the SAFE line (473-7233) when a workplace accident occurs. The manager will be required to make a decision on whether or not an employee can return safely to the workplace, given the parameters of the return to work program, and noted functional limitations for the employee. The manager can contact the WCB Specialist if any issues arise during a return to work program

## ***The Workers' Compensation Board's Role***

CDHA has a set Adjudicator and Case Manager assigned to all CDHA claims. The Adjudicator will deal with claims that have 4 weeks or more of time loss and where Return to Work without

complication is expected. The WCB Case Manager is assigned claims that have time loss greater than 12 weeks where returning to work may be more complex or is in question. Claims with 4 weeks or less of time loss will be handled by WCB Benefits Administrators.

WCB will pay the employee directly upon approval of the claim. WCB sets the rate of pay for the employee and will coordinate treatment programs and payment of expenses for employee while they are on claim.

## ***Workplace Illness/Injury Checklist***

- ✓ Report injury/illness to supervisor immediately
- ✓ Call SAFE (473-7233) to report injury/illness, if you've sought medical attention or if you are losing time from work due to the injury
- ✓ Seek timely, appropriate medical care for your injury – including self-referral to a WCB approved physiotherapy clinic if appropriate
- ✓ Comply with WCB process
- ✓ Participate in all recommended treatment plans to assist in your recovery and reduce the time away from the workplace
- ✓ Participate in a transitional return to work plan

If you have questions or concerns about your WCB claim or would just like additional information, please contact the CDHA WCB Specialist at (902) 464-3109.

# **CAPITAL HEALTH EMPLOYEES**

## **You've had a WCB Injury/Illness, Now What?**



**Capital Health**