



**Meeting Date:** December 20, 2023

**Submitted by:** Ruth Joyce, Manager of Human Resources, Tiffany Farrell,  
Director of Corporate Services

**Report No:** CPS-64-2023

**Subject:** WSIB and Return to Work Policy

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**Recommendation:**

THAT Report CPS-64-2023 re: New WSIB and Return to Work Policy be received;

AND THAT Council endorse the WSIB and Return to Work Policy attached as Appendix A1.

**Purpose:**

The purpose of this report is to seek Council's endorsement of a new WSIB and Return to Work (RTW) Policy, HRS.P52.V1. This policy and the associated procedure is intended to outline the administration of the Workplace Safety and Insurance Act as it pertains to the municipality, is designed for workers who have been injured on the job, and aims to safely return workers to employment at the earliest possible date following an injury or illness.

**Background:**

In November 2023, staff reported to council in report CPS-47-2023 human resources policy updates for most of the HR policies in place. As noted in that report, the Municipality has not undertaken a full policy review since January 1, 2018. Many policies were outdated and required administrative and legislative changes. Earlier this year, staff engaged consultants at HRdownloads to review and update all human resources policies. Staff did an inventory of the policies, and in conjunction with the consultants, revised, repealed and/or renamed each policy as appropriate.

In the past the treatment of WSIB was included in the Municipality's Short-Term Disability Policy.

**Analysis:**

In the event of an accident in the workplace, employees must report the incident immediately. If the injury causes the employee to require substantial time away from work or creates a disability that restricts their ability to work, the employee should RTW as soon as it is safe to do so under the guidelines of this policy.

In accordance with legislative and company requirements it is mandatory that all employees participate in the RTW program. It is also mandatory that all employees who sustain a work-related injury report the incident in accordance with protocol.

For the company to properly implement the RTW Policy, it is important that employees provide detailed medical documentation pertaining to their inability to perform their employment duties, so that alternatives may be found. This includes a functional abilities form filled in by their doctor to provide guidelines as to the assess modified work that an employee can perform.

The policy and procedure attached to this report outlines the necessary information for staff that follows current legislation.

**Financial Implications:**

None.

**Strategic Plan:**

This matter aligns with following strategic priorities:

- Responsive Municipal Government

This Report aligns with maintaining accountability through compliance with legislative changes and requirements.

**Attachments:**

A1 WSIB and Return to Work Policy