



## WORKERS COMPENSATION GUIDELINES

### Coverage

Workers' Compensation coverage is available to all staff and specific teachers. Teachers are only covered while they are teaching (or performing duties related to teaching) courses in industrial education or home economics. Principals, Vice Principals and other administrative staff are covered only while performing administrative duties pertaining to managing the business of the school, or while teaching industrial education or home economics courses. They are not covered while teaching (or performing duties related to teacher) academic courses.

### If An Injury Occurs At The Workplace:

#### Employee Responsibility

- Advise your Supervisor and/or Principal immediately
- Seek medical attention if required
- Occupational Injury Services (OIS) clinics are available throughout Edmonton. These usually offer shorter wait times for medical attention. **Your Principal/Supervisor can call ahead for an appointment.** The clinic may be able to see you within 30 minutes.
- Complete the WCB Worker's Report of Injury if, due to the injury, you:
  - Seek medical attention (advise your doctor that modified duties are available)
  - Miss any time from work beyond the date of accident
  - Modify or change your work
  - Cannot perform your regular duties
- Follow the advice of your doctor/medical professional
- Inform your doctor that modified duties are available
- Participate in **modified duties** within the work restriction parameters provided by WCB and the Physician
- Email the completed **Workers Report of Injury** to [safety@sturgeon.ab.ca](mailto:safety@sturgeon.ab.ca) or fax to 780-939-5520 **within 24 hours** of injury
- Maintain regular contact with Human Resources, your Principal, Physician and WCB
- Enter your absence in SRB as Workers Compensation
- While on WCB you are responsible for payment of your ASEBP benefit premiums

#### Supervisor Responsibility

- The Principal/Supervisor should secure the accident site, if necessary
- Ensure first aid and/or make appointment at OIS clinic and transport, if necessary
- Provide Employee's Report of Injury form to injured worker
- Begin an investigation
- Notify Human Resources of the injury ([safety@sturgeon.ab.ca](mailto:safety@sturgeon.ab.ca))

