

SUBJECT: WCB ADMINISTRATION AND CLAIMS MANAGEMENT**1. Purpose**

In compliance with British Columbia WCB Act Part 1, Compensation to Workers and Dependants, the University has established a number of procedures as a means of ensuring, as far as reasonably practical, the administration and handling of workers' WCB claims. The purpose of this policy is to provide for consistent, fair and equitable management of this process. *It is UNBC's philosophy that no employee should be without income while waiting for WCB to adjudicate a claim.*

2. Scope

This policy and the procedures outlined herein apply to all employees, compensated student volunteers and contractors, as defined in Section 4.0, working at the University of Northern British Columbia who sustain injuries arising out of, and in the course of, employment.

3. Authority

The Risk & Safety Manager, reporting to the Director of Purchasing, Contract & Risk Management, will be responsible for this policy. It is the responsibility of any individual working in a supervisory capacity at the University to be aware of the procedures herein, and to ensure that employees understand them.

4. Eligibility for Coverage (as defined by the WCB Act)**4.1 Worker (In Part)**

- A person who is in a contract of service or apprenticeship.
- Any learner who, although not under a contract of service or apprenticeship, becomes subject to the hazards of an industry while undergoing training or probationary work specified or stipulated by the employer as a preliminary to employment.
- Any person enrolled in a vocational or training program approved by the Ministry of Advanced Education and the Minister of Labor, and who is attending a program at its designated location, when deemed a worker by the Board at the request of the Minister.

4.2 Supervisor

- A person, who instructs, directs and controls workers in the performance of their duties.

4.3 Employer

- "Employer" is any person who has one or more persons working for them in or about an industry, through either a hiring contract or an apprenticeship contract. The contract can be written or oral, expressed or implied.

4.4 Volunteers

- Unpaid Volunteers are "generally" not considered workers under the act (considerations: nature of work, location, compensation, supervision, instruction etc.)
- The Board can admit volunteers at its discretion.

4.5 Contractors

- Unregistered contractors will be covered under the prime contractor's WCB registration.

5. Reporting Period

5.1 Upon injury, an employee must report to their supervisor and Security – within 24 hours – to log incident.

5.2 The Form 6A – Worker's Report of Injury or Occupational Disease (for employee) and the Form 7 – Employer's Report of Injury or Occupational Disease (for employer) must be filed within 72 hours of the incident.

6. Procedures

For Procedures relevant to this Policy, please refer to the link found at <http://www.unbc.ca/safety/> or <http://www.unbc.ca/hr/>