



Workers' Compensation Services



Regular Specific Tasks

- Review school board accident reports and all relevant mail
- Identify issues and provide advice to Designated Representatives (telephone, email, memos)
- Draft letters
- Review letters for members
- Request and review Access Files to provide advice on the likelihood of success of appeal
- Initiate Appeals with the school board
- Prepare written submissions for reconsideration or appeals
- Represent the School Board at Mediation/Hearings for appeals – WSIB and WSIAT
- Interview and prepare witnesses for the hearing
- Recommend (prepare the case) and arrange surveillance as required
- Participate in RTW Mediation as requested
- Do post hearing submissions
- Request IME's, medical legal reports, weather reports, other evidence needed
- Review monthly (U6U) cost reports for member boards and action concerns with the school board
- Review new incident (D95) report and update ACT
- Review the Who's Off (D61) report and action with school board
- Host Conferences – facilitate, host, attend
- Train new staff on WSIB Claims Management 101
- Present to Supervisors/Principals on rights and obligations under WSIB, strategies for RTW
- Meet with school board periodically to discuss performance and strategies, review processes to identify opportunities for improvement
- Meet to discuss Annual Report
- Conduct an audit as requested



- Assist with developing business case for school board to implement an initiative

Reports Provided to School Board

- Budget Report Projection (February each year)
- Actuarial Liabilities Reports (October of each year)
- Annual WSIB Performance Report (October to January)
- Insurance and Assistance Programme notifications - Quarterly and Annual Follow-up on Notifications (July)

Lobbying WSIB

- WSIB Adjudicator performance (service and support of employer's RTW programme)
- Respond to Draft WSIB policies on behalf of school boards, communicate changes to policies and impact on cases
- Meet with WSIB regarding strategies, initiatives and concerns
- Monitor changes in structure and programmes to keep school boards informed and to respond to issues created.