



SBCI UPDATE

September 2016

NEWSLETTER

MESSAGE FROM THE CHAIRPERSON

Welcome back. I trust that everyone had a very enjoyable and safe summer.

In August, your SBCI Board of Directors held several Committee meetings and a Board meeting. Among other matters, the Board discussed the Co-operative's Strategic Plan for the next 3 years. We have determined three Strategic Goals for the organization, and SBCI staff are determining the Objectives to achieve these goals. Our Strategic Goals are:

- SBCI will add value to clients by responding to their current and emerging needs and to emerging trends
- SBCI will add value to clients by enhancing its 'data analytics' service in WSIB, health and safety and attendance management
- SBCI will enhance and/or create relationships-partnerships with broad stakeholders by leveraging SBCI's expertise within the public sector

One of the services that SBCI has endeavoured to provide to member boards is advice and guidance on Health & Safety issues. We have wrestled with challenges of defining just what our services should be, and with hiring good H&S consultants to provide those services. As a key part of the Strategic Plan, staff is presently working on a service delivery plan, based on the Canadian Standards Association Z1000-14. Once it is drafted, the immediate next step will be to elicit feedback on it from

member boards' H&S Officers and other key staff.

Although our Standing Committees mainly comprise of Board members, from time to time we have additional Committee members. I would like to take the opportunity to acknowledge our present complement, and to thank them for their contribution.

Assistance Committee

- Marie Hammond – Durham Catholic DSB
- Lucie Hatton – Conseil scolaire de district catholique des Grandes Rivières
- Grace Rogers – Thames Valley DSB

Finance and Audit Committee

- Cindy Smith – Grand Erie DSB
- Sharon Uttley – Waterloo Region DSB

Recently, we have invited boards to participate in SBCI's Absence Study for 2015-16. I encourage all boards to participate so that there can be a provincial database of staff absence information enabling comparisons within and across boards. The cost of absences continues to increase and being able to measure these costs province-wide is critical. If SBCI can be of assistance in extracting the necessary data, please do let SBCI staff know.

If you have any questions, comments or ideas regarding the Co-operative, please give me a call or send me an email. Our aim is always to improve the services that we provide to you. I can be reached at jamie.gunn@granderie.ca or (519)756-6301 X 281142.

Jamie Gunn
Chairperson

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SEXUAL VIOLENCE AND HARASSMENT IN THE WORKPLACE

On March 6, 2015, the Government of Ontario announced: "It's Never Okay: An Action Plan to Stop Sexual Violence and Harassment."

Bill 132 amended several existing statutes on sexual violence and harassment. This article's intent is to highlight the changes to the *Occupational Health and Safety Act* ("OHSA") that have a direct impact on the school boards.

Bill 132 has amended the OHSA in the following ways:

- Employers are obligated to update their workplace violence and harassment policies and procedures, and ensure all employees are aware of the new definitions and have proof of training.
- Greater worker protections: Employers must investigate and report all allegations of sexual harassment. Furthermore, an Inspector of the Ministry of Labour may, in writing, order an employer to cause an investigation to be conducted as described in clause 32.0.7 (1) (a) at the expense of the employer. The inspection is carried out by an impartial person possessing such knowledge, experience or qualifications as are specified by the Inspector.
- Develop and maintain a written program to implement the employer's policy on workplace harassment that is reviewed "at least annually." The employer, in consultation with the Joint Health and Safety Committee or a health and safety representative, if any, must outline how incidents or complaints of workplace harassment will be investigated and how the consequences, if any, will be communicated to all parties involved.

New definitions to be incorporated into the Violence and Harassment Action Plan include:

"Sexual violence" means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent. This includes sexual assault, sexual harassment,

stalking, indecent exposure, voyeurism, and sexual exploitation.

"Workplace harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

"Workplace sexual harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

These changes will be effective in September 2016. If you have any questions about your school board's program, please contact your SBCI Health & Safety Specialist or Consultant.

NEW WORKPLACE NOISE REGULATION UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT

As of July 1, 2016, all Ontario employers are required to comply with a new workplace noise Regulation under the Occupational Health and Safety Act.

The new Regulation (381/15) replaces noise protection requirements currently in the regulations for Industrial Establishments, Mines and Mining Plants, and Oil and Gas-Offshore. Those regulations apply to many, but not all Ontario employers.

The noise obligations will be new for employers with the following types of workplaces:

- construction projects
- health care facilities
- schools

- farming operations
- fire services
- police services
- amusement parks

The new Regulation's basic requirements are:

- Employers must take "all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels"
- The noise-protection measures must "include the provision and use of engineering controls, work practices" and, where required (and permitted), hearing protection devices
- In general, every employer must ensure that "no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA, $L_{ex,8}$ " (as calculated according to the Regulation) without requiring workers to wear hearing protection devices
- Hearing-protection devices are a secondary (not primary) noise-protection solution and will be permitted only in certain listed circumstances
- Employers must, where practicable, post a warning sign at every approach to an area where the sound level regularly exceeds 85 dBA
- Employers who provide hearing-protection devices must provide appropriate hearing-protection training to workers who use those devices.

These changes were effective July 1, 2016. If you have any questions about your school board's program, please contact your SBCI Health & Safety Specialist or Consultant.

SUPPORT EMPLOYEES' MENTAL HEALTH

Canadian workplaces continue to make efforts to address employees'

mental health needs. Ontario school boards continue to act on this need, acknowledging that teachers' absences are associated with lower student achievement (particularly in elementary grades).¹ In addition, research supports the concerning link between unresolved mental health stressors and physical health problems. As an example, excess stress can contribute to high blood pressure, atherosclerotic heart disease (hardening of the arteries), obesity and type 2 diabetes.²

In the 2015-16 school year, SBCI Attendance Support Services provided a facilitated web/conference series on implementing CSA Z1003: The National Standard on Psychological Health and Safety in the Workplace. Working through a detailed project plan, SBCI led the twelve participating school boards through the implementation steps for the Standard. These school boards have identified the need to implement the Standard, however some of the school boards did face challenges in putting their plans into action, due to lack of resources and competing priorities. Nevertheless, Ontario school boards remain focused on building and maintaining workplaces which are holistically safe and healthy, which will lead to enhanced employee engagement and productivity. Ontario students will benefit.

What is the Standard?

Championed by the Mental Health Commission of Canada (MHCC), and developed by the Canadian Standards Association (CSA Group) and the Bureau de normalisation du Québec, the Standard is a voluntary set of guidelines, tools and resources focused on promoting employees' psychological health and preventing

psychological harm due to workplace factors. The standard contains leading practices to help organizations move forward in creating psychological healthy and safe workplaces. Thanks to the leading Canadian research done by the Centre for Applied Research in Mental Health & Addiction (CARMHA) we know that there are Workplace Factors that can positively or negatively impact an employee's psychological responses to work and to work conditions. These Workplace Factors are provided for guidance within the Standard.

Why implement the Standard?

Historically, employers have focused on the physical health and safety of their employees in the workplace. It is time to focus on employee psychological health and safety in the workplace.

- 500,000 Canadians, in any given week, are unable to work due to mental health problems
- 1 in 3 workplace disability claims are related to mental health
- 70% of disability costs are attributed to mental illness³

SBCI's work with school boards led to the identification of psychological health and safety hazards in the school board workplace. This subsequently led to the development of customized strategies to address these hazards. SBCI Consultants are Mental Health First Aid (MHFA) trainers and Kathleen Gratton has completed the Queens University Mental Health @ Work Leadership Certificate Program. Kathleen has also been trained by Dr. Joti Samra, principal in the development of Guarding Minds at Work (GM@W). Kathleen is certified to implement the GM@W strategy with employers across Ontario to facilitate the protection and promotion of psychological safety and health in the workplace.

SBCI will be offering this webinar-based project again for the 2016-17 school year, with a start date of mid-October. If you are interested in joining this project, please contact

³Mental Health Commission of Canada

Kathleen Gratton, Attendance Support Consultant, at 1-800-361-3516 Ext 267 / kathleen@sbc.org.

The fee for participation in this project is \$1,200 per school board, though this fee is waived for Attendance Support (AS) clients, as part of the annual AS fee.

In addition, SBCI Attendance Support Services are offering training in Mental Health First Aid.

SBCI trainers certified through the Mental Health Commission of Canada are available to train school board personnel on Mental Health First Aid.

Mental Health First Aid (MHFA) is the help provided to a person developing a mental health problem or experiencing a mental health crisis. Just as physical first aid is administered to an injured person before medical treatment can be obtained, MHFA is given until appropriate treatment is found or until the crisis is resolved. The MHFA Canada program aims to improve mental health literacy and to provide the skills and knowledge to help people better manage potential or developing mental health problems in themselves, a family member, a friend or a colleague.

The 2-day course (12-hour total) training is available at no charge to school boards with SBCI Attendance Support Services, however an administrative fee of \$40 per attendee, for course materials will be applied.

The following dates and times are currently scheduled, across Ontario for the 2016-17 school year. Please register with lily@sbc.org as soon as possible to secure your seat.

- 1) Monday & Tuesday, October 3 & 4, 2016 in Richmond Hill
Note: This date is offered to coordinate with the 27th Annual Schedule 2 Employers' Group Conference on Workplace Health & Safety and Disability Management taking place October 5-6, 2016 at the Sheraton Parkway in Richmond

Hill, Ontario

<http://www.s2egroup.com>

Monday October 3 will start at 10:00AM to accommodate travel on the morning of the training.

- 2) Wednesday & Thursday, December 7 & 8, 2016 in Southwest Ontario (London/Windsor/Chatham/Sarnia area)
- 3) Wednesday & Thursday, February 1 & 2, 2017 in the GTA/Hamilton area
- 4) Wednesday & Thursday, April 5 & 6, 2017 – Thunder Bay

THE USE OF FITNESS TO RTW ASSESSMENTS IN MANAGING NON-PROGRESSIVE MODIFIED WORK ACCOMMODATIONS

Employers' policies for the management of temporary and permanent work accommodation plans require timely and professional handling. Employees have different needs with regards to Staying at Work or Returning to Work. Employees need support to maintain good health; to improve a health condition or workplace situation; to stay engaged and actively focus on staying at work; and to reintegrate back to 'healthy work'.

As noted within the best practice recommendations from the National Institute of Disability Management and Research (NIDMAR), the assigned Disability Management professional must communicate the implication of medical review/plateau decisions in the return to work / accommodation process. This includes:

- The interpretation of medical information (restrictions, limitations, maximum medical recovery) into terms that stakeholders understand and which facilitate job accommodations (e.g. functional and work restrictions and mental cognitive skills, hours of work, etc.)
- The understanding and sharing of temporary and permanent

restrictions and limitations and their implications (i.e. duration for temporary restrictions; accommodation options for permanent restrictions, follow-up requirements; accommodation techniques including assistive devices)

- The establishment of effective systems for communicating information to stakeholders: return to work forms; written accommodation plans; and meetings.

In school boards, a non-medical functional abilities form completed by the employee's attending physician is usually the initial trigger for the accommodation process. Employers should be responding with an offer of a return to work plan which is structured, progressive, documented and signed off by all stakeholders involved. The return to work plan should be time-limited (maximum 4-6 week period) and bring the employee back to their own job, full time and full duty. Accommodation requests outside these parameters should be assessed with a different type of lens. For complex accommodation requests SBCI can assist the school board.

Through written and phone communications, the Disability Management Coordinator must seek clarification from the employee and physician regarding the prognosis for recovery and return to work, full time, full duty. Should either party be indicating that a full time, full duty return to work to the employee's own job will exceed an 8-week timeline, or is not anticipated ever; a Fitness to RTW Assessment could be considered.

What is a Fitness to RTW Assessment?

In short, it is an assessment to ensure workers are physically, physiologically, psychologically capable of performing the tasks of assigned jobs.

It is derived from industry definitions:

Fitness for Duty

A condition in which workers are physically, physiologically, and

psychologically/mentally capable of performing the tasks of their assigned jobs within the required standards of safety, attendance, quality, efficiency and behavior.⁴

A Fitness to Work Evaluation (FTWE) is a medical assessment of an employee with respect to a specific job under specific working conditions. It is designed to determine if an employee is medically fit to safely perform the tasks of a specific job.⁵

Many private and public sector employers apply this type of assessment to ensure that accommodations are provided in a fair and equitable manner. The following conduct their accommodation processes in this manner: WSIB, Canadian Food Inspection Agency, Ministry of Government and Consumer Services, WorkSafe BC, and The College of Physicians and Surgeons of Ontario.

When to Consider a Fitness to RTW Assessment:

- An employee appears to have difficulty in performing the duties required by his/her position and/or there may be observed behaviours in the workplace that are of concern and there may be a medical explanation for this.
- The employee is returning to work after a period of medical leave and there may be concerns or unclear, protracted return to work plans recommended by the attending physician.
- The employee has been on medical leave for some time, a return to work date has not been established, and a prognosis of return to work date is missing.

Components of the Fitness to RTW Assessment

The Fitness to RTW Assessment includes a holistic review of the employee's information and in-person

⁴ Rigaud, M.C. (2001). Behavioral fitness for duty (FFD). Work 16, 3-6.

⁵ Health Canada, Occupational Health Assessment Guide 2011

assessment with an Occupational Health Physician. Through the assessment of all information, the Physician assesses for the presence of a medical, physiological, psychological, biochemical, physical or behavioural impairment or disability. This assessment allows the Physician to answer questions on prognosis, compliance to treatment and provide further treatment recommendations. With all this information, the accommodation needs are clarified which build sound advice and recommendations in relation to accommodation requirements (both short and long-term). At times, the assessment may conclude with a recommendation for a more specific assessment; for example with a Psychiatrist. However, in many cases it does safely remain within the scope of the Occupational Health Physician's role to develop and recommend psychological/cognition-related abilities and limitations, for a return to work effort.

As Fitness to RTW Assessments and other assessments (e.g. traditional Independent Medical Examinations, Functional Abilities Evaluations, and Ergonomic Assessments) are essential components of an Attendance Support Program, all school boards with SBCI Attendance Support Services have access to these services with the completion of one employer request form. Quotes for estimated fees are readily available upon request.

OUT OF PROVINCE WSIB COVERAGE

Occasionally, situations arise whereby school board employees request the school board to support them in a temporary work assignment outside the province of Ontario, generally in another country. The following details what school boards should know when these circumstances exist, and what coverage is available to the employee in the event of a workplace injury while working outside the province of Ontario. WSIB policy document 15-01-08 details information related to out-of-province coverage.

It is important to note that employees of Ontario school boards who accept a temporary work assignment outside of Ontario, which is approved by the school board, continue to be fully covered by the Ontario WSIB, in the event of an injury while working in the out-of-province assignment. If an injury occurs to the employee while participating in the work assignment, the school board completes a Form 7 as they would for any other employee and provides the WSIB with all claim-related information pertaining to the injury. The injured employee must then complete and submit an Election to Claim Benefits Form – Outside Ontario, Form 0038, if electing to claim benefits from the Ontario WSIB. The Injured Employee has the choice of claiming benefits in either jurisdiction, but they can only claim benefits in one. Without the Election form, the claim cannot be adjudicated. The jurisdiction where the election to claim is filed, will adjudicate the claim according to its own laws and policies.

If the work assignment will be 6 months or less in duration, employers are not required to notify the WSIB of that employee leaving. The employee is automatically covered up to 6 months. However, if the assignment will last beyond 6 months, employers are required to notify the WSIB of the details of the assignment and its duration before the employee leaves for the assignment. The maximum period that an employee working out-of-province can be covered by the Ontario WSIB is 3 years.

The notification to the WSIB Employer Service Centre, Employer Account Services Division (1-800-387-0750) 200 Front St. W. Toronto ON M5V 3J1 must include the following information:

- The full name of the employee
- The employee's position
- The date the employee will be departing Ontario for the assignment
- The location where they will be working, and
- The date they are expected to be returning from their assignment

If the temporary assignment has not been arranged or approved by the Employer (School Board), the employee would NOT be eligible for coverage by the WSIB.

If you have any other questions, please contact your SBCI Claims Manager.

WSIAT DECISION 507/16

On July 26, 2016 the Workplace Safety and Insurance Appeals Tribunal provided a final decision in a claim for one of our member school boards that had a significant financial impact for the school board, and also provided some instructive information related to the concept of entitlement on an aggravation basis. The case involved a custodian who was appealing the denial of entitlement to multiple areas of injury including the neck, low back, bilateral wrist, arms and shoulders after attempting to cut a lock of a locker using bolt cutters in May 2007.

Following the incident in May 2007 the worker submitted a claim to the WSIB, but continued performing his regular work duties. In July 2007 he went off work for surgery to one of his elbows, which he claimed was related to the May 2007 incident. He subsequently went on to have additional surgery to his other elbow in early 2008 followed by right shoulder surgery in late 2008 and left shoulder surgery in 2009. He related all these surgeries to his May 2007 accident. The WSIB allowed the claim and all of the surgeries, despite the presence of medical evidence identifying ongoing and significant pre-existing symptoms for all these problems that pre-dated the May 2007 accident. On behalf of the member school board, SBCI objected to the claim and the various surgeries. Our appeal also included objections to the lost time and LOE Benefits approved in the claim as a result of the allowance of the surgeries.

At the WSIB Appeals Branch, the ARO determined that the incident of cutting a lock with bolt cutters in May 2015 resulted in a minor aggravation of the pre-existing symptomatic

conditions and entitlement was limited to the date of accident only. The ARO rescinded entitlement to all the surgeries, lost time and LOE benefits previously accepted in the claim.

The WSIAT Vice-Chair (VC) heard testimony from the worker related to his pre-existing history of wrist, elbow and shoulder problems, as well as his longstanding history of neck and low back issues. In paragraphs 33 and 34 of the decision, the VC provides the rationale for entitlement on an aggravation basis in the context of this claim. He notes: *“Where a worker has a pre-existing condition which is affected by a compensable accident, in order to award entitlement on an aggravation basis, it is necessary to demonstrate that the pathology associated with the pre-condition was worsened or “advanced” as a result of the accident. Notwithstanding that a worker’s subjective reports of pain may have increased for a period of time subsequent to the accident, unless the pathology underlying the condition is significantly changed by the accident, as determined by a review of the medical evidence, entitlement on an aggravation basis will not be in order.”*

The VC, in his review of the available evidence and considering the rationale noted above, confirmed that the worker was not entitled to benefits for his shoulders or elbows as a result of the accident on May 15, 2007 and no payment was approved for shoulder and elbow surgeries. The worker was granted entitlement for a soft tissue strain to the neck and low back, for a period of six weeks subsequent to the accident on May 15, 2007 and was not entitled to further benefits as a result of this entitlement. The worker was not entitled to further Health Care benefits (HCB), on an aggravation basis, beyond HCB already received, in relation to his pre-existing CTS or bilateral elbow condition. The worker’s entitlement under the claim for the accident in May 2007 is limited to a period of six weeks subsequent to date of accident, in relation to a soft tissue strain to the neck and low back.

While the VC allowed some limited entitlement in the claim, he confirmed that the evidence supported that the need for the four surgeries to the elbows and the shoulders, as well as the associated lost time and LOE benefits were not related to the May 2007 accident or to his custodial duties. This was a major win for our member school board.

This decision provides useful information with respect to the interpretation of entitlement on an aggravation basis as detailed in paragraphs 33 and 34. In circumstances where a pre-existing condition is known to exist, if the medical evidence does not show a significant pathological change in the condition, despite complaints of increased pain, there would be no entitlement on an aggravation basis. This decision could be used as the basis for an objection in claims where an employee is known to have a significant pre-existing condition that they claim has been aggravated by a minor new workplace incident.

WSIB SCHEDULE 1 RATE FRAMEWORK MODERNIZATION

In 2015 the WSIB began consultations aimed at modernizing and improving the Schedule 1 rate framework and associated experience rating process. Since that time the WSIB has organized working group meetings and held a December 1, 2015 stakeholder session to discuss the proposed 34 industry classes and what the impact might be on individual rate groups.

In the WSIB’s 2016-18 Strategic Plan, a major goal is identified as attaining financial stability and a key part is to “ensure that premium revenues cover costs...while implementing a transparent rate setting framework.” The WSIB has indicated that the Rate Framework Modernization is to be revenue neutral and is not aimed at increasing revenues but at ensuring that there is fairness in what is charged to individual employers. In general terms, the WSIB would like to see that the employers that are experiencing the costly claims are

paying for them. The WSIB recognizes though that there are limits on what small employers can afford to pay and that wide swings in premiums from year to year are not desirable either.

The WSIB has accepted some of the suggestions from employer and worker groups that were provided in stakeholder submissions and working group sessions. The WSIB has expressed a willingness to allow an employer to have multiple rates if there are truly separate business activities that are not integrated and are sufficiently different to justify separate rates.

The WSIB has agreed that they do not want premium rates to fluctuate significantly in response to one serious accident or event. Consequently the WSIB is looking at ways to limit maximum premium rates particularly for smaller employers with annual payroll of less than \$295,000. The WSIB is suggesting that there should be a gradual approach to individual accountability with providing information to employers in Year 1 where their experience is worse than the industry norms and offering WSIB H&S services support in Years 1 & 2 followed by rate band increases in Year 3 if employer performance does not improve.

Some injured worker groups have expressed concern about any form of experience rating on the basis that they feel that it encourages employers to under-report WSIB claims and take an aggressive approach to appeals and to make “spurious RTW offers”. The WSIB believes that it is important to consider injury costs and claim experience in a way that compares performance to that of peers in the same sector and provides an incentive for “sustained occupational health and safety efforts to reduce workplace injuries and return workers to productive work.” The WSIB points out that section 83 of the Workplace Safety and Insurance Act authorizes experience rating and that all leading compensation boards support their use. The WSIB is suggesting that any experience rating process should eliminate hypersensitive changes in

premiums from one or two claims and that any review period should be at least 6 years that takes into account the 72-month lock in period for LOE benefits in claims. The WSIB would like all employers to be experience-rated to some degree to bring greater Occupational Health and Safety (OHS) accountability. The WSIB has not really explained how this all might work and is at pains to point out that WSIB Rate Framework is only one part of a larger OHS system that includes the Ministry of Labour and, the Ontario Health and Safety Associations. The MOL Chief Prevention Officer is separately finalizing a review of prevention based programs including some that the WSIB managed in the past including Workwell and Safety Groups.

Stakeholders have also suggested that the WSIB needs to develop an internal monitoring mechanism to make sure that the Rate Framework is working as contemplated and to ensure that any necessary adjustments are made on a regular basis. They would also like to see the WSIB share information in a timely way as to what is happening during the implementation of the proposed Rate Framework modernization.

The discussions and planning will continue for the next few years with the targeted implementation in January 2019 at the earliest. If you have questions on this subject please email chris@sbc.org.

2016 SCHEDULE 2 EMPLOYERS' GROUP CONFERENCE

On October 5 & 6, 2016, the Schedule 2 Employers' Group will host their 27th annual conference and trade show. There will be four excellent keynote presentations and 35 varied breakout sessions around the central theme of "Creative Approaches to Workplace Challenges"

The keynote speakers and topics are as follows:

1. Tom Teahen, President and CEO of the WSIB speaking on "WSIB: A Bridge Back to Work."

2. Diane Dyck, Disability Management Expert will speak on "Disability Management Programs: Employer Challenges Turned Opportunities."
3. Linda Duxbury, Professor is going to speak on "Work Life Balance: Rhetoric Versus Reality"
4. Dr. Bill Howatt, Physician will speak on the topic: "Do we have a Mental Health Crisis or a Coping Crisis."

The breakout sessions will deal with the following topics: PTSD, Medical Marijuana, Bill 132 OHS harassment amendments, Absences Related to Interpersonal Conflict, Chronic Diseases and the Impact on Benefit Plans, Health Risk Assessments, Drug and Alcohol Testing in the Workplace, Actuarial Liabilities Calculations for WSIB Claims, Accommodation for your Non-Occupational Cases, Bench Marking your Health and Safety Program, Mental Health and RTW and many more.

The speakers will be an interesting cross section of lawyers, physicians, academics, ergonomists, Health and Safety professionals, private investigators and HR professionals. The conference provides great information and good networking opportunities, all at a very reasonable cost.

As of August 28, 2016 there were 191 participants registered. For the widest selection of workshop choices we would encourage you to register as soon as possible. Please check the conference website www.s2egroup.com for more information.

SBCI/PARKLANE WORKSHOP

Parklane and SBCI are partnering to offer you an all-day workshop on the Incident Reporting Module of Parklane. The workshop is scheduled for Tuesday, October 4, 2016 at the Sheraton Parkway Toronto North Hotel & Suites in Richmond Hill, ON. Please Note: For those of you attending the Schedule 2 Conference,

this workshop is being held the day *before* at the *same* location. There is no cost to SBCI school board members to attend this workshop and lunch will be provided.

For more detailed information regarding the workshop and to register, please contact Lindsay Tonelli at lindsay@sbc.org or by phone at 905-669-4449 ext. 777. We look forward to seeing you all in the fall!

FORMS WITHOUT SIN

As many of you are probably already aware, CUPE has raised the issue of SBCI receiving SIN on Forms, without the worker's consent. Over the past month, we have noticed the efforts of numerous school boards that have been sending in their Forms with the SIN suppressed. We understand the administrative task of doing so can be tedious and time consuming and we have been working to formulate a solution that we believe will resolve this issue as seamlessly as possible.

We are pleased to inform you that Parklane Systems has introduced a new feature to its software that will allow you to print/PDF forms *without* SIN. This feature will be accessible for all Forms that normally include SIN – namely the Form 6, the Form 7 and the Form 9. In order to have access to this feature, you will need to run the most recent update of the Parklane Version 12 software. You can obtain this update on the Parklane Forum (<https://www.parklanesys.com/forum/>). If you are not responsible for running software updates, this request will need to be redirected to your IT department. Should you have any additional questions regarding this new feature, please do not hesitate to contact Lindsay Tonelli at lindsay@sbc.org.

It has also been brought to our attention that the worker's SIN is being populated into the worker reference number field, specifically on the Form 7. Although this isn't an extremely widespread issue, we do ask that you double check this field before submitting your forms. Finally,

for those of you continuing to manually redact, we have been receiving Form 7s with redactions made only to the first page. This is a reminder that the worker's SIN can be found on the top, right corner of **all four pages** of the Form 7. We ask that you please ensure the worker's SIN is completely redacted before submitting the form. Thank you.

PARKLANE FREE WEBCAST SESSION

As part of Parklane's continuing support initiative, they are pleased to offer free webcast sessions. The focus of the 90-minute sessions will be on the functionality available in the modules and is geared as a refresher for *all* Parklane users. There are two sessions available: Thursday, September 8 and Tuesday, September 27 – both commencing at 10AM. The following modules will be included in the sessions: Personal Data, Incident Reporting, Disability Management and Work Accommodation. Please note that this is **not an interactive course** and therefore questions will not be addressed during the presentation, however, should you have a question after the session, please call the Parklane support line and they will be happy to assist! To register your organization and for more information, please visit the Parklane website: <http://www.parklanesys.com/informati-on-session>.

Due to the limited number of participants allowed during each session, Parklane asks that there only be one connection per client, per session. Should you require additional information on this webcast, please contact Claudette Everitt from Parklane at c.everitt@parklanesys.com

DATES OF BOARD OF DIRECTORS MEETINGS

October 28, 2016
December 16, 2016
February 3, 2017
March 3, 2017
April 7, 2017 (AGM)
May 12, 2017

SBCI BOARD OF DIRECTORS

Carole Audet
Ronald Bender
Judi Goldsworthy
Jamie Gunn (Chair)
Janice McCoy (Vice-Chair)
Deirdre Pyke
Maura Quish
Roger Richard
James Rowe
Mary Lynn Schauer

SBCI STAFF

Brian Brown, Chief Executive Officer
Lynn Porplycia, Chief Operating Officer
Raazia Haji, Manager, Actuarial Department
Joe Huang, Actuarial Analyst
Justin Lee, Actuarial Analyst
Gary Stoller, Actuarial Consultant
Christopher James, Senior Claims Manager & Lawyer
Figen Dalton, Claims Manager
Dave Kersey, Claims Manager
Mary Luck, Claims Manager
Kelly Melanson, Claims Manager
Robert Orrico, Claims Manager
Susan Postill, Claims Manager
France Germain, Health & Safety Consultant
Michelle Montgomery, Senior Health & Safety Specialist
Louise Ellis, Director Attendance Support Services
Kathleen Gratton, Attendance Support Consultant
Anna Sequeira, Attendance Support Consultant
Zahra Haji, Manager of Finance
Karen Bertrand, Accounting Clerk
Erin McLennan, Manager, HR and Administration
Lily Li, Executive Assistant
Melissa Hewit, Manager, Data Management
Sylvie David, Bilingual Data Management Assistant
Micheline Desjardins, Bilingual Data Entry Clerk
Audrey O'Connor, Data Entry Clerk
Lindsay Tonelli, Bilingual Data Management Assistant
Rana Khalaf, IT Manager
Partha Chakraborty, Senior Programmer/Analyst
Anwar Khalil, Programmer/Analyst
Gavin King, Programmer/Analyst