# POLICY AND PROCEDURES MANUAL TABLE OF CONTENTS

#### **SECTION 10 - INTRODUCTION**

## **SECTION 20 - BOARD & CORPORATE ADMINISTRATION**

## **BOARD ADMINISTRATION**

20.00	Quality
20.10	Reconsiderations
20.20	Accessible Customer Service
20.30	Accessible Information and Communication
21.10.10	Requests for Consideration under Section 60.9
21.10.40	Expenses for Attendance at Appeal Hearings
21.30.10	Authority for Execution of Documents
21.30.20	Cheque Signing Authority
21.30.40	Non-substantive and Consequential Policy Changes
21.50	Information Protection, Access and Disclosure
21.90	Fair Practices Office
21.100	Promotions, Sponsorships and Donations

## **LEGAL**

22.00	Decision Making
22.10	Elective Rights
22.20	Compliance and Enforcement
22.30	Agents of the WCB
22.70.30	Employers' Responsibilities for Reporting Claims
22.70.40	Employer Obligations to Pay and Repay Workers

## **SECTION 30 - FINANCE, ASSESSMENTS & ADMINISTRATION**

#### **ACCOUNTING & FINANCE**

31.05	Funding Policy
31.05.05	Rate-Setting Model for Class E Employers
31.05.10	Cost Relief/Cost Transfer - Class E Employers
31.05.15	Cost Transfer - Individually Assessed Employers
31.05.20	Transfer of Assessment Rates and Claim Costs Experience
	on Change of Ownership
31.05.30	Allocation of Surplus among Class E Employers
31.10.40	Recoveries from Third Parties
31.10.50	Collections

## <u>INVESTMENTS</u>

32.00 Statement of Investment Policies and Objectives

## <u>ASSESSMENTS</u>

35.05.10	Reporting and Verifying Payroll
35.05.20	Paying and Refunding Premiums
35.10.40	Compensation Coverage for Union Activities
35.10.50	Status of Workers, Independent Contractors and
	Employers
35.10.60	Coverage Under a Work Experience Program
35.10.70	Coverage for Volunteers
35.10.120	Terms and Conditions of Optional Coverage
35.20.10	Placement of Employers into Industry Classifications
35.20.15	Associated Employers
35.20.50	Requests for Individually Assessed Employers Status
35.20.60	Security Requirements for Class B Employers

## **PAYMENTS**

35.40.50	Overpayment of Benefits
36.50	Interest on Compensation Payments
36.60	Payment of Compensation: Special Circumstances
36.70	Assignment of Wage Loss Benefits

## **SECTION 40 - BENEFITS ADMINISTRATION**

## **HEALTHCARE SERVICES**

42.10	Role of Healthcare Services
42.10.70	Medical Review Panels
42.10.70.20	Convening a Medical Review Panel
42.20.20.10	Independent Medical Examinations

## **VOCATIONAL REHABILITATION**

43.00	Vocational Rehabilitation
43.10.30	Functional Impairment Awards
43.10.50	Rehabilitation for Spouses or Common-law Partners of
	Deceased Workers
43.10.60	Preventative Vocational Rehabilitation
43.20.25	Return to Work with the Accident Employer

43.20.40 Relocation

## **ADJUDICATION & COMPENSATION**

44.05	Arising Out of and in the Course of Employment
44.05.20	Conflicting Health Care Evidence and Opinions
44.05.25	WCB-Directed Medical Examinations
44.05.30	Adjudication of Psychological Injuries
44.10.20.10	Pre-existing Conditions
44.10.20.40	Shoulder Dislocations
44.10.20.60	Recurring Effects of Injuries and Illness (Recurrences)
44.10.20.70	Recurring Effects of Injuries and Illness (Recurrences)
	(before January 1992)
44.10.30.60	Co-operation and Mitigation in Recovery
44.10.80.40	Secondary Injury

## **OCCUPATIONAL DISEASE**

44.20	Adjudication of Occupational Disease Claims
44.20.50.20	Noise-Induced Hearing Loss

## WAGE LOSS

44.30.60	Notice of Change in Benefits or Services
44.60.10	Minimum Awards for Permanent Impairments
44.60.20	Date of Retirement
44.60.30	Special Additional Compensation
44.80.10	Advance Compensation
44.80.10.10	Average Earnings
44.80.10.40	Net Average Earnings
44.80.30.10	Establishing Post-Accident Earning Capacity
44.80.30.20	Post Accident Earnings - Deemed Earning Capacity
44.80.30.30	Determining Average Earnings for Apprentices, Youthful
	Workers and Working Students
44.80.30.35	Determining Average Earnings for Declared Workers
44.80.60	Statutory Holidays
44.80.80.20	Loss of Earnings Capacity Reviews

## **OTHER ENTITLEMENTS**

44.90.10	Permanent Impairment Rating (with Schedules A & B)
44.100	Interest Rates
44.100.10	Lump-Sum Commutations

44.100.20	Annuities
44.110.55	Spousal or Common-Law Partner Options - Undue
	Hardship
44.110.90	Non-Resident Dependants

# MEDICAL AID

44.120.10	Medical Aid
44.120.20	Opioid Medication
44.120.30	Support for Daily Living

## **SECTION 50 - PREVENTION AND PARTNERSHIPS**

52.20	Funding Industry-Based Safety Programs
52.30	SAFE Work Certified Program (SWCP)
	(with Appendices A & B)
52.40	Prevention Rebate Program