



Personal Information Bank (PIB) Details

Title: Workers' Compensation

Location of Record: Human Resources, Occupational Health and Safety Services

Description: Records relating to monitoring claims for compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. Records include workers' compensation injury report forms and supporting correspondence.

Legal Authority for PIB: Workplace Safety and Insurance Act, 1997, Schedule A, c. 16.

Types of Personal Information: Employee name, SIN, wage information related to WSIB claim, copies of injury report forms, WSIB forms.

Uses: Fulfill hospital's obligations to injured or ill employees including planning for workplace accommodation and safe return to work; to comply with legislation.

Users: Occupational Health and Safety and employee leader as appropriate.

Individuals in Bank: Employees who are injured or who become ill.

Retention Period: tbd