

EMPLOYEE MEDICAL INFORMATION MANAGEMENT PROCEDURE

RATIONALE:

Hamilton-Wentworth District School Board is committed to the management of private employee medical information by providing direction and information to staff on appropriate handling of medical information. The employee medical file is available to the following, Manager, Employee Support and Wellness, or designated staff, the employee whose records are retained in the file and in accordance with the respective collective agreement and/or terms and conditions of employment. All medical information provided by the employee is held in strict confidence.

HWDSB recognizes and respects its employees' right to health privacy and confidentiality of personal health information. Confidentiality of medical information provided by the employee or their treating practitioner to the employer will be respected by all involved parties.

Medical information submitted by an employee will be used for employment-related purposes by the employer to determine eligibility for benefits, provide workplace accommodations, or arrange return to work plans, or, to the extent necessary, to support attendance programs.

TERMINOLOGY:

Employer: Hamilton-Wentworth District School Board (HWDSB).

Medical Information: Any records that contain information relating to an employee's medical condition, health status, limitations, restrictions or precautions (e.g., Standardized Medical Certificate, Functional Abilities Form, Workplace Safety and Insurance Board (WSIB) forms).

PROCEDURES:

1.0 Collection of Medical Information

1.1 Examples of when medical information may be collected include:

- 1.1.1 An employee is absent from work due to an illness or injury and is seeking access to sick leave or workplace injury.
- 1.1.2 An employee is requesting medical accommodations.
- 1.1.3 Legislated requirements.
- 1.1.4 An employee submits a WSIB claim.
- 1.1.5 Collective agreement requirements.

ACCOMMODATION OF STAFF DISABILITY SUPPORT

- 1.2 Employee medical records will be received by the Manager, Employee Support and Wellness, or designate and will be kept in confidence in locked cabinets while electronic records will be secured with limited and monitored access.
- 1.3 Should an employee request medical information on file with the employer be released directly to a third party, the employee will be required to complete and submit a signed consent to release the medical file to the Manager, Employee Support and Wellness.
- 1.4 Medical information may consist of non-medical and medical information and these will be handled in a manner consistent with the provisions of the Workplace Safety and Insurance Act and the Municipal Freedom of Information and Protection of Privacy Act where applicable, or as required by law.

2.0 Responsibilities of Employees and Supervisors

- 2.1 An employee may request access to view medical information contained on file by contacting the Manager, Employee Support and Wellness. Photocopies of specific information shall be provided to the employee upon written request as per section 54 (2) of the Personal Health Information Protection Act.
- 2.2 The employee should retain a copy of the medical information for their own records. Original documents must be forwarded to Employee Support and Wellness.
- 2.3 Supervisors will not accept medical information from employees. Where an employee shares medical information with the supervisor, the supervisor will return the information to the employee and notify the employee to submit the medical information directly to Employee Support and Wellness.

3.0 Records Management – Medical Files

- 3.1 Employee medical information and WSIB records, active, inactive, or in storage, will be maintained separately from the Human Resources records. The medical information of former employees is retained for seven (7) years from the date the employee's employment ends. Workplace Safety and Insurance Board records are to be retained for seven (7) years from the date of the original claim. Records of employees exposed to regulated substances are retained permanently.