



**YUKON WORKERS'  
COMPENSATION  
HEALTH AND  
SAFETY BOARD**

SUBJECT: CLIENT SERVICES POLICY NO.: CS - 04

BOARD APPROVAL: UNDER REVIEW

APPROVAL DATE: \_\_\_\_\_

BOARD ORDER NO.: \_\_\_\_\_

EFFECTIVE DATE: January 01, 1993

**REVOKED**

**JAN 01 2005**

## POLICY STATEMENT

*replaced with CS-11  
Rehabilitation Policy effective  
Jan 1, 2005.*

ATION  
ERENCE:

ICY:

### TRAINING-ON-THE-JOB

Training-on-the-job is generally a preferred method of training because of the following reasons:

1. The worker's educational status is generally not important.
2. The worker's present skills can be utilized and upgraded in a related training-on-the-job program.
3. The worker usually gets a current rate for the job because the employer and the Board, and possibly other agencies, will be sharing the wages.
4. The employer is able to train the worker to their specifications, on specific equipment; using specific methods.
5. The worker, by the nature of the training, already has a job and does not have to seek employment following the training period.
6. While undertaking the training, the worker will be entitled to all the benefits of other employees.

In formulating a training-on-the-job program the following guidelines should be used:

1. Each training-on-the-job contract should be negotiated with the employer and the Board.
2. A shared cost arrangement should be on a sliding scale, i.e., on a six month training-on-the-job program, where the Board pays 75 percent of the worker's wages for the first two months, and the employer pays 25 percent. The third and fourth months the Board would pay 50 percent and the employer pays 50 percent. On the fifth and sixth months, the Board pays 25 percent and the employer pays 75 percent. This of course would depend on the length of time it would be necessary to train the worker in that particular field. In no case are Board payments to exceed total disability compensation.

3. The worker's doctor or the Board's medical advisor should be contacted to obtain written or verbal agreement that training-on-the-job is within the worker's physical capabilities.
4. The worker should request, or at least give consent, to the proposed training-on-the-job program.
5. Three copies of the Contract should be made out by the Board's staff and signed by the employer, the worker and the Board. Two copies of the form, Conditions for Training, must be signed by the worker. One copy is attached to the Contract and one copy is retained by the worker.
6. When a training-on-the-job program has been approved, a copy of the Contract should be sent to the employer and the worker with letters of confirmation to the worker and employer, enclosing a supply of Attendance Records which the worker has filled out by a company official and returned to the Board at stipulated periods. The Board's share of the training-on-the-job program is paid directly to the employer. The advantage to this is the worker will be covered by Unemployment Insurance, C.P.P., and any other company benefits. Unlike formal training programs, a worker's pension is not deducted from training allowances in a training-on-the-job program. The recommendation for a training-on-the-job program should contain a very brief history of the worker's injury and resulting disabilities, followed by a brief description of previous work history and why it is necessary to retrain into another occupation.

The cost of these services must be approved by the Rehabilitation Committee and charged to the Reserve for Rehabilitation. Any person aggrieved by a decision made under this policy may appeal to the Review Committee.