

BOARD POLICIES

No. 2 At the Workers' Compensation Advisory Board meeting of February 15, 1977, the following policy was agreed upon and adopted:

- (1) The Board members will withdraw from the detailed administration in order to engage in -
 - (a) establishing Board policies in the various areas of responsibilities,
 - (b) sitting on reviews or appeals from staff decisions,
 - (c) public relations and activities including rehabilitation and the like in accordance with work policy.
- (2) The staff will administer or carry out the Board's policy in respect of claims, assessment, rehabilitation and the like and will provide or obtain information required.
- (3) Under the necessary chain of responsibility the senior Administrator will be the Executive Director who will attend all Board meetings. The Executive Director will be responsible for seeing that the Board's decision and policies are properly carried out and that matters requiring policy or other decisions are brought to the Board quickly and completely as possible.
- (4) General procedures -
 - (a) Matters requiring a Board decision must be decided by the Board and then implemented as a Board decision.
 - (b) Inquiries received by Board members on individual cases should be referred to the Executive Director for a report for handling as the member may direct. If the matter requires Board attention, it should be placed on the meeting agenda so that a Board decision can be made and communicated to the person making the inquiry.
 - (c) Claims, assessment, rehabilitation and other matters within the Board's area of responsibilities will be dealt with by the staff in accordance with the established Board policies. Appeals from these initial staff decisions will be referred to the Board for review for Hearing.



B. Booth
Executive Secretary

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