



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

SUBJECT: BOARD POLICY NO.: BD - 03  
BOARD APPROVAL: UNDER REVIEW  
APPROVAL DATE: \_\_\_\_\_  
BOARD ORDER NO.: \_\_\_\_\_  
EFFECTIVE DATE: January 01, 1993

**REVOKED**

MAR 22 2005  
*PR*

## **POLICY STATEMENT**

ATION  
ERENCE:

LICY:

### **ADMINISTRATION**

- (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 such as meeting with management and labour associations/groups.
- (2) The staff will administer or carry out the Board's policy in respect of claims, assessment, rehabilitation, financial, etc., and will provide or obtain information required.
- (3) Under the necessary chain of responsibility the President will attend all Board meetings. The President will be responsible for ensuring that the Board's decisions 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 President for action. 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 enquiry,

- (c) claims, assessment, rehabilitation, financial and other matters within the Board's area of responsibility will be dealt with by the staff in accordance with the established Board policies. Appeals from initial staff decisions on claims, assessment, or other matter, will be referred to the Review Committee or directed to the Board.
- (d) appeals on decisions made by the Review Committee will be referred to the Board for review or hearing.