



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

SUBJECT: BOARD POLICY NO.: BD - 04
BOARD APPROVAL: *[Signature]*
APPROVAL DATE: 93-07-23
BOARD ORDER NO.: _____
EFFECTIVE DATE: 93-01-02

REVOKED
JAN 15 2002

POLICY STATEMENT

SECTION
REFERENCE: **97, 100(1)(b)**

POLICY:

DEVELOPMENT AND APPLICATION OF BOARD POLICY

GENERAL INFORMATION

Section 97(3) of the WCA deals with how the Appeal Panels should deal with policy. This issue has been incorporated into a broader policy on how the whole corporation will deal with policy.

This policy is adopted to provide guidance for all branches of the corporation setting out a comprehensive approach to policy development and application. The policy includes an expectation of how staff, the internal review committee and the appeal panels will apply and treat policies.

The level(s) of discretion will be built into each policy statement, if required.

In all policy statements uppercase "Board" refers to the Board members, the chair and the alternate chair, whereas lowercase "board" means board administration and administration staff.

POLICY

A. DEVELOPMENT AND IMPLEMENTATION

All policies shall be developed by the staff under the direction of the President, and shall be brought to a meeting of members of the Board for approval before being implemented as board policy.

The President shall obtain the input of senior staff members in the development of each policy.

Development and Application of Board Policy

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Policies shall be presented to the Board for approval through a Board Submission on Policy which will normally include the following (unless the context otherwise requires):

MAIN SUBMISSIONSummary

- Issue to be discussed and resolved by Board
- Recommended decision, who will implement, and cost
- Rationale, including why proposed action is recommended, what section of Act(s) is implemented by recommendation, who will benefit and how and consequences of not taking recommended action.

Main Considerations

- How recommendation helps to achieve objects of Act(s)
- Costs/Revenues
- Problems and Strategies including possible negative consequences/criticisms and how these are best handled
- Branch Positions including dissenting views to recommended action

ATTACHMENTSAnalysis

- Background including why this decision is before the Board and a brief review of major developments that led to submission
- Considerations including what groups/interests/issues likely to be affected by proposed course of action and how
- Options including **practical** alternatives for resolving the issue, analysis of the advantages and disadvantages of these alternatives and their associated costs

Communications Plan - when necessary

- Goals
- Target Audiences
- Messages
- Methods

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Following acceptance or revision of a recommendation contained in a Board Submission, a Policy Statement will be normally be prepared for Board approval at the next Board Policy meeting. The Board will approve and sign the Policy Statement at that time or direct that revisions be made. If required, revisions will be made to the Policy Statement for Board approval at the subsequent Board Policy meeting. Normally, no more than three (3) months will elapse between presentation of a proposed policy and Board approval of the Policy Statement.

Board approval will be indicated by signature in the Board Approval block on the Policy Statement. The approved Policy Statement will then be printed for inclusion in the Board Policy Manual.

A policy will come into effect on the date approved by the Board, unless otherwise indicated in the policy itself.

A policy may be changed by the board at a properly convened meeting of the Board.

The President is responsible for the implementation of all Board policies, including this one.

B. SCOPE & DISCRETION

All policies are binding on the staff, the president, the review committee and every appeal panel.

Each policy shall incorporate the nature and level of discretionary power, if any, the Board deems appropriate to give meaning and effect to the particular statutory section from which the policy derives.

C. AVAILABILITY

The board shall provide all policies concerning compensation claims and assessments to employers' organizations and workers' organizations on request.

All Board policies, including internal or administrative policies, shall be available at the office of the Workers' Compensation Health and Safety Board for review by any person.

Copies of any policy shall be provided to any person upon request and upon payment of a reasonable copying fee.

D. EXCEPTIONS

With respect to any policies made before January 1, 1993 which are still in effect but under review, a Director may deviate from the policy in meritorious cases in order to give the full and true meaning to the current statutory provision from which the policy derives, provided the Director first obtains the approval of the President.

The review committee and an appeal panel may exercise their discretion in the application of a policy made prior to January 1, 1993 in order to give the full and true meaning to the current statutory provisions.