HS62 – Workplace Safety and Insurance Administration

These records relate to the administration of the University's account with the Workplace Safety and Insurance Board (WSIB).

Content & Scope
The assessment of the University's WSIB premium is based on wages paid to employees combined with the costs associated with claims filed with WSIB.

This records class excludes WSIB premium remittances.

The records include employer's statements to WSIB, New Experimental Experience Rating (NEER) quarterly statements, accident cost statements, and related correspondence.

Related Records
For premium remittances, see FN12: Accounts Payable

Responsible Unit
Human Resources; Safety Office

Information Steward
Vice-President, Administration & Finance

Privacy Classification
Confidential

Retention
7 years

Note: aggregate data may be retained indefinitely

Disposition
Secure Destruction

Authority
Workplace Safety and Insurance Act, 1997

Retention Rationale
The retention period is based on the WSIB guideline that employer's retain WSIB-related documents for the current year and previous 6 calendar years (WSIB Policy Report v. 14, no. 4, Nov. 2001).

Approval Date(s)
December 19, 2011