

## MANDATE

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### Purpose

The Injured Workers' Advisory Committee is sponsored by WorkSafeNB and is a forum for discussing issues relevant to injured workers in the Province of New Brunswick.

The purpose of the Advisory Committee is to discuss concerns and provide suggestions on behalf of injured workers, their representatives or their representative associations. The aim is to improve the quality and type of services and programs offered by WorkSafeNB. When a need is identified by WorkSafeNB, the Advisory Committee may also be used to provide feedback and gauge reactions of injured workers concerning potential changes to or development of policies and programs.

WorkSafeNB will also use the Advisory Committee to provide injured workers, their representatives and representative associations with the latest information and developments concerning approved changes in the *Act*, policies, procedures and programs at WorkSafeNB.

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### Scope

- (i) The Committee provides a forum to air legitimate concerns of a general nature affecting or expressed by injured workers.
- (ii) Committee members will provide WorkSafeNB with feedback on service delivery and programs being offered to injured workers. The Committee is one of the measuring tools to gauge the level of client satisfaction for services and programs being delivered by WorkSafeNB.
- (iii) The Committee is not a forum to develop policy-related documents.
- (iv) Committee members will be used as a sounding board to discuss new ideas and suggestions. Members are obligated to discuss issues raised at the meetings with injured workers, their representatives or their representative associations in their area, and to provide WorkSafeNB with feedback.
- (v) Committee members play a vital role by assisting WorkSafeNB in informing injured workers, their representatives and representative associations about changes to the legislation, programs and initiatives available to injured workers.
- (vi) Specific claim problems will not be brought forward to the Committee Meetings. Specific claim problems can only be addressed by the appropriate adjudicator, case manager or director in the injured worker's region.

# INJURED WORKERS' ADVISORY COMMITTEE

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## Procedures

- (i) The committee will meet approximately four to six times per calendar year as the budget permits. The meetings will be held at various locations in the province and will be scheduled in the early evening in order to permit same day travel to the meeting location from any location within the province.
- (ii) The meeting will be chaired by the Director of Planning and Policy or his/her designate. The secretariat function to record minutes, action correspondence and coordinate meetings will be provided by WorkSafeNB.
- (iii) Agendas are prepared for meetings and members are required to familiarize themselves with the agenda's contents in preparation for the meeting. Members may also add points of discussion to the agenda by advising the Chair, either by telephone, facsimile or letter prior to the meeting.
- (iv) Minutes will be produced following every meeting. These will be distributed throughout the organization, and action points will be addressed by the appropriate WorkSafeNB staff. The minutes will also be distributed by mail to members prior to the following meeting.
- (v) Potential members may be identified by WorkSafeNB's Board of Directors, an Injured Workers' Association, Committee members, or by any other means as may be appropriate. Associations or groups may nominate one primary member and one alternate to represent their area's concerns. Members must represent the interests of injured workers.
- (vi) Members will be asked to serve for a two year term, with the possibility of one extension if a replacement cannot be found. No member may serve more than two consecutive terms.
- (vii) If no replacement is identified after the second term, the position will be vacated and WorkSafeNB will identify a suitable replacement from the same geographical location, if possible. The change of membership will be coordinated as to provide continuity within WorkSafeNB and also to provide the opportunity for other injured workers, representatives or representative associations to participate. One member may also be appointed to represent the Office of Workers' Advocates.
- (viii) Members, save for the Workers' Advocate representative, will be paid an honorarium of \$105 for each meeting attended. It is the responsibility of the each member to report this income to Revenue Canada for income tax purposes.
- (ix) Members will be reimbursed for kilometers travelled and for meals at WorkSafeNB's non-bargaining travel rate. WorkSafeNB will pay for one night's accommodation, as appropriate. An extra night's accommodation may be approved by the WorkSafeNB Chair depending on the circumstances surrounding the request.