

## Definitions

Average eligible employee headcount	Is calculated by the sum of monthly headcount divided by twelve. It is a snapshot as of the last day of the month.
Critical injury as per Occupational Health and Safety Act	<p>For the purposes of the Act and the Regulations, “critically injured” means an injury of a serious nature that,</p> <ol style="list-style-type: none"> <li>a. places life in jeopardy</li> <li>b. produces unconsciousness</li> <li>c. results in substantial loss of blood</li> <li>d. involves the fracture of a leg or arm but not a finger or toe</li> <li>e. involves the amputation of a leg, arm, hand or foot but not a finger or toe</li> <li>f. consists of burns to a major portion of the body</li> <li>g. causes the loss of sight in an eye</li> </ol> <p>In addition, the Ministry of Labour, Immigration, Training and Skills Development considers the following situations critical injuries:</p> <ul style="list-style-type: none"> <li>• Fracture or amputation of more than one finger or more than one toe</li> <li>• Fracture of a wrist, hand, ankle, or foot.</li> </ul>
Eligible employee headcount	The total number of individuals employed by the City of Hamilton eligible for Workplace Safety and Insurance Board benefits, including and not limited to permanent, temporary and contract employees, volunteers, students, and excludes elected officials and third-party contractors.
Eligible employee	A full-time employee who meets the conditions of their collective agreement or employment contract eligibility for payment through the Income Protection Plan as a result of non-occupational illness injury.
Income Protection Plan (IPP)	Provides eligible employees with an income if they cannot perform their normal duties due to illness or non-occupational injury during both the STD and LTD period.
Long Term Disability (LTD) absences	Non-occupational Illnesses or injuries that extend beyond a 6-month qualifying period (i.e. 130 days), when an employee continues to be totally disabled beyond their STD absence. LTD absences are currently managed by Manulife Financial.

Lost Time Injury Rate	Number of allowed lost-time injuries/illnesses per 100 derived full-time equivalent (FTE) workers for the injury year specified. It is calculated by the Number of Lost Time Injuries x 200,000 Hours / Total Hours Worked. This calculation accounts for differences in hours worked amongst employees (including part-time and full-time) to get a more accurate indicator of hours worked and exposure to risk.
Lost Time Injury Severity Rate	The number of days lost due to lost time injuries per year for every 100 employees. It is calculated by the Number of Days Lost x 200,000 Hours / Total Hours Worked.
Service Utilization Rate	Total new cases divided by members covered (weighted) times 100.
Short Term Disability (STD) absences	Absences arising from non-occupational illnesses or injuries of less than 1 day up to 130 days and do not include COVID-19-related absences
STD days lost – Short Term Disability (STD) absences	Standardized as a 7-hour shift