

## Interpreters

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### 1.0 This Practice Direction:

- explains who can interpret at a Tribunal hearing
- explains how to arrange for an interpreter to be at a Tribunal hearing
- explains the type of information the Tribunal needs about your language
- explains about the services provided by interpreters.

### 2.0 Who can Interpret at a Tribunal Hearing

**2.1** Tribunal hearings are conducted in French or English. When a party or witness does not speak or understand either of these languages, the Tribunal will provide qualified, impartial interpreters for the hearing. Tribunal interpreters swear an oath that they understand the language to be interpreted and the English or French language, and that they will interpret well and accurately to the best of their ability at Tribunal hearings. They undertake to maintain the confidentiality of all personal information they obtain while interpreting.

**2.2** Relatives and friends of parties or witnesses cannot interpret evidence at a hearing.

### 3.0 How to Request an Interpreter at a Hearing

**3.1** Parties should tell the Tribunal if they or their witnesses need an interpreter at their hearing by completing that part of the Confirmation of Appeal Form and Respondent's Confirmation of Appeal Form.

**3.2** Should a party discover the need for an interpreter after filing the Confirmation of Appeal Form, the party must request an interpreter at least six weeks before the hearing so that the Tribunal has enough time to arrange for an interpreter .

### 4.0 Information about the Language to be Interpreted

**4.1** A party who asks for an interpreter must provide the Tribunal with precise information about the language and the dialect of the party or witnesses who will need an interpreter. This will help the Tribunal to arrange for an appropriate interpreter to be at the hearing, and will help to avoid delays and possibly adjournments at hearings.

## **5.0 Tribunal Expectations of Interpreters**

- 5.1** Interpreters must provide word for word (sometimes called “verbatim”) interpretation services at the hearing unless the hearing Panel or Vice-Chair directs the interpreter to assist in a different way. Interpreters must not paraphrase evidence or attempt to clarify a response given by a witness. Where the interpreter is unable to translate a word or phrase in testimony, or does not understand the testimony, they must inform the Hearing Panel or Vice-Chair to obtain instructions.
- 5.2** Where a party or witness can testify in English or French but only needs unfamiliar words to be interpreted, the Panel will consult with the parties and the interpreter before directing a form of interpretation that is not verbatim.

Effective date: July 1, 2014  
Workplace Safety and Insurance Appeals Tribunal