

WHAT TO DO IF YOU HAVE A WORK PLACE INJURY

ENSURE THAT YOU HAVE COMPLETED AN IRS

An Online or downtime IRS must be completed as soon as possible.

Within 24 hours of the incident is best.

1. Please notify your union rep of the injury by phone or email. We will contact you to discuss the incident and further steps.
2. Once you have submitted the IRS you will be contacted by an employee health and abilities consultant. You may be offered modified work based on your injury. Please indicate to the EHAC that you are willing to discuss the incident and any work provided but would like your union rep involved in the conversation. Ask them to organize the conversation with the union rep present.

MEDICAL ATTENTION

If you are in need of medical attention ASAP please report to the ER and be evaluated by the ER DOC. Have the ER DOC complete a form 8

If you had not seen the ER DOC please make an appointment with your FD to discuss any injury that you sustained and have the DR complete a WSIB form 8. You will be required to complete a form 6 sent to you by WSIB or the employer describing the incident and the injury.

The form 8 must be sent to WSIB by the treating practitioner. The functional abilities form part of the form 8 must be sent to Employee health and abilities as soon as possible.

IF YOU ARE UNABLE TO RETURN TO WORK

1. CALL THE ABSENCE LINE AT EXT 43333 to report your absence
2. An employee health and abilities consultant will contact you to discuss your injury/illness and your return to work. At that time please indicate that you are willing to discuss the incident but would like your union rep present. Please ask the EHAC to contact your union to reschedule the meeting when they can participate.
3. If you are able to return to work after an absence without any modifications to your work, please contact the sick line to return after you are cleared to return to work by the EHAC.

WHEN YOU ARE ABLE TO RETURN TO WORK

1. If you require modified duties or hours there will be a meeting with you, the EHAC, your manager and your union rep.
2. At that time modified duties and hours will be discussed to ensure your restrictions are being met. A WSIB Workplace Transitional Specialist may also be involved.

YOUR UNION REP IS AN EXCELLENT RESOURCE. PLEASE CONTACT YOUR UNION
REP TO DISCUSS YOUR INJURY.

SEE MAIN PAGE FOR UNION REPRESENTATIVE CONTACT INFORMATION