

Hello CUPE 4153

Flora, Dave, and I have been working hard for all our members, attending many TEAMS meeting, to get our members back to work when they are recovered to their fullest potential and ready to do their job.

The WSIB/Return to work committees' purpose is to help injured workers understand the complex system put in place by the Workplace Safety and Insurance Board and to assist them in ensuring that their claim is processed properly so that it will be covered

Workplace injuries are very common, and another part of this Committees responsibilities is to ensure that injured workers have a proper plan in place (IAP) when returning to work. We will assist in ensuring that the injured worker receives fair treatment by the HWDSB.

Getting injured is not fun. Taking the right approach is important as it can save you time and money. Remember that your personal health and safety is your responsibility but your WSIB/Return to Work committee is here to help you through those tough times!

***Some of the steps may help you through include:***

- Filling out the correct WSIB forms
- Ensuring that the information is correct
- Ensuring that the proper medical documentation is submitted
- Informing the correct people

***Please ensure that you follow these steps if you are injured at work:***

- Immediately report your accident/ incident to your supervisor
- Immediately seek medical attention if needed
- Never refuse light duties given to you by FOS, accept then go see doctor if not suitable for you.
- If you deny light duties, you could potentially not be approved by WSIB as the light duties being provided as already been preapproved by WSIB as suitable accommodation

***How to start a WSIB claim:***

- Form 8- this form will be filled out by your medical provider
- Form 7- this form will be filled out by the employer
- Form 6- this form is to be filled out by the injured worker.

Do not give consent to the Employer for medical information which you have received from the doctor. They never need to know the diagnosis. Employers will get the FAF which gives them your restrictions and or limitations

Always document all conversations you have with co-workers to whom you've complained to or witnesses, WSIB adjudicators and employer. Record dates, times, nature of conversations or complaint. Continuity is important when adjudicators are approving a claim (i.e., doctors visits)

Record what happened preceding the injury going right back t the start of your work day

Get names of witnesses

WSIB claim must be filed as soon as possible but before 6 months from the date of injury

Modified work must be "Meaningful" work

Casual employees should report injuries because they are covered and WSIB will look at your preceding 4 weeks of employment at 85% based on the money you made in those previous 4 weeks

Thank you

The Wellness Committee