

## **Workplace Injuries**

If you have sustained an injury while at work, you must:

- 1) let your manager or supervisor know as soon as possible & seek immediate medical attention regardless of the extent of injury
- 2) complete an incident report (also known as a safety occurrence report (SOR))
- 3) seek medical attention (Employee Health Services (EHS) for your site or closest walk in clinic/urgent care center/ER)

If an injury results in medical aid or lost time, the employer is required by law to report it to the Workplace Safety & Insurance Board (WSIB). They report this through the WSIB form 7 & will forward a copy of your form 7 to you as well as the union.

Your treating physician will complete a form 8 & WSIB will send you a claim number as well as a form 6 to complete. Once all these forms (6, 7 & 8) are submitted, they will make a decision on your claim.

To ensure things go smoothly, we recommend that you retain all documents in a file & document all telecommunication you have with your WSIB adjudicator(s).

**If you receive word that you have been denied a WSIB claim, please contact the ONA OHS representative for your site or the local 70 VP of OHS immediately.**

## **Return to Work (RTW) Programs**

Once you have been medically cleared to return to work following an injury or illness, ensure that all medical notes &/or restrictions are directed to & submitted to EHS. An Ability Services Case Manager will contact you to arrange a return to work meeting. For ONA members, these meetings occur every Wednesday. The Ability Services Case Manager, your unit/department manager & an ONA occupational health & safety (OHS) representative will be present at this meeting to review any restrictions & help develop a program based on your abilities. You are not required to reveal a medical diagnosis or any information which would reveal a diagnosis (specific treatment, medication, etc). Medical notes, including functional abilities forms requested by the employer are eligible for reimbursement if you should incur a cost for their completion. Retain receipts & give them to your manager.

While there is a process in place for returning ONA members back to work following an injury/illness, occasionally an HHS abilities services case manager may call you at home to discuss your illness/injury. While we do not discourage you from talking to them, we ask that you exercise caution with how much information you provide or what you agree to. *If there are several issues or concerns they wish to discuss, reiterate that you are willing to cooperate with your RTW program however would prefer that it could be done during a RTW meeting where your manager & ONA OHS/RTW representative will be present.*

If you are provided with a letter addressed to your family physician outlining a series of questions regarding your medical condition, it is very important to contact your UNION to review the questions before submitting to your doctor to complete.

## **Short Term & Long Term Disability**

Full time ONA members have 15 weeks of short term disability (STD). Once this is exhausted, you will then apply for 15 weeks of employment insurance sick benefits. The employer will send out long term disability (LTD) forms at the 24<sup>th</sup> week of qualifying period to be completed by a medical professional usually a physician. Manulife will review all the documents & either approve or deny the claim. If you are denied your LTD claim, contact the union office immediately. If you have not received your LTD forms as identified above contact HR and request said forms be sent out in order to avoid a delay in receiving your LTD benefits.

For part-time & casual employees, you can apply for sick time through employment insurance. Members without employer-sponsored LTD are eligible for \$250 of LTD coverage per month from Johnsons Insurance. Visit the member services section on the ONA website for additional information ([www.ona.org](http://www.ona.org)).

\*\* All members have base plan coverage through dues (Base Plan LTD & Base Plan HIV/Hepatitis C).

**If at any point you are off on WSIB, STD, or LTD please contact the ONA local 70 VP of Occupational Health & Safety to let them know.**

If you have any questions or concerns related to your health & safety, contact your site specific ONA OHS representative. You can also contact any of the worker members who sit on your sites Joint Health & Safety committee (members can be found on the HSW page on the intranet under the specific site).

***Please feel free to access any of the resources we have provided on our ONA local 70 website.***