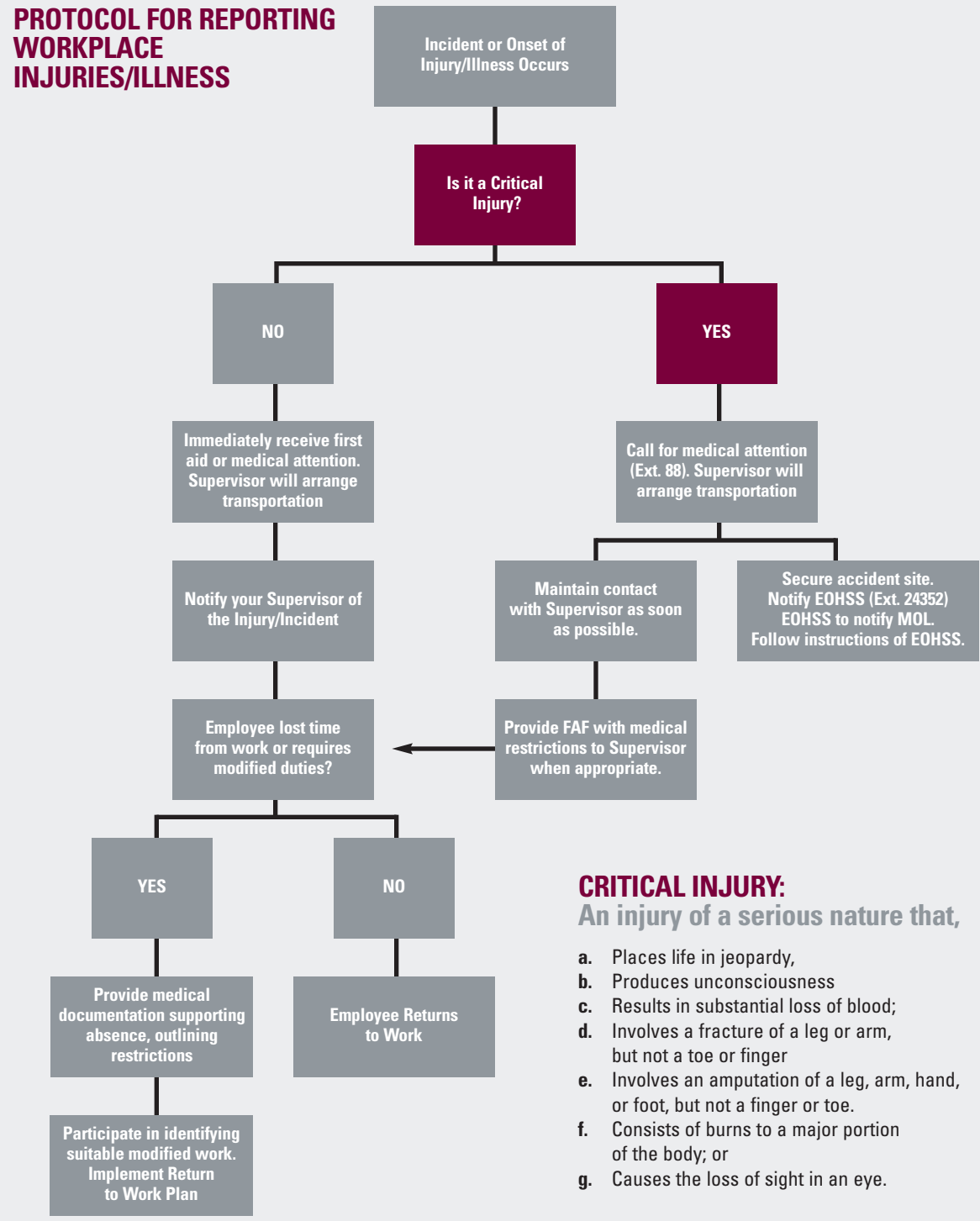


## Protocol for Reporting Workplace Injuries for Facility Services



### PROTOCOL FOR REPORTING WORKPLACE INJURIES/ILLNESS



#### CRITICAL INJURY: An injury of a serious nature that,

- Places life in jeopardy,
- Produces unconsciousness
- Results in substantial loss of blood;
- Involves a fracture of a leg or arm, but not a toe or finger
- Involves an amputation of a leg, arm, hand, or foot, but not a finger or toe.
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

#### What is Suitable Modified Work?

Suitable Modified Work is understood to be work that:

- The employee has the necessary skills to perform or can obtain in a reasonable time period,
- Will not pose a health and safety risk to the employee, co-workers, or others, and
- Is of a meaningful, productive, value-added nature.

It may be necessary to adjust your working schedule in order to provide suitable modified work. In this case, an employee must cooperate and make a reasonable attempt to perform the modified work.

#### My Doctor Recommends Part-Time Hours?

A Return to Work Plan is flexible. The goal is to assist the employee to return to their pre-injury job or suitable modified work as quickly as possible. This may include graduated hours if the treating physician recommends it on the FAF.

#### I can't get an Appointment with my Doctor Quickly. What can I do?

Early intervention is important and can be key to a quick recovery. If medical attention is required, it is best to have your injury assessed the same day. If you are unable to arrange an appointment the same day, McMaster University will arrange an appointment with Wellington Medical Centre. This Occupational Health Clinic will assist with assessments, diagnostics, and treatment plans. The Return to Work Specialist or your supervisor may assist with scheduling of appointments.

#### What if the Workplace Parties Can't Come to a Resolution?

If no resolution is achieved, the RTW Specialist will request a WSIB Mediator. The WSIB will meet with all parties to assist in the resolution process. If the Mediator determines there is non-cooperation, benefits may be denied or suspended and/or a financial penalty may be levied.

## WHAT IF I GET INJURED?

**If Necessary Get First Aid or Medical Attention Immediately.** Contact your supervisor or the Service Desk Ext. 24740 to inform them of your injury/illness. Your supervisor will arrange transportation if you require medical attention.

If possible, your Supervisor will give you a WSIB Functional Abilities Form (FAF) to be completed by the Treating Physician. *Tell the Treating Physician whether or not the injury/illness is work-related.*

### If a Medical Emergency Call Ext. 88.

If at any time you seek medical attention for this injury/illness, you must notify your Supervisor so the appropriate forms can be completed. You must also immediately notify your Supervisor if you lose time from work because of this injury/illness.

As part of the normal course of action, your supervisor and/or the Return to Work Specialist will contact you immediately following your injury to check on the status of your well-being and arrange for your return to suitable modified work. An Injury/Incident Report must be completed and sent to Environmental and Occupational Health Support Services and to the Return to Work Specialist.

**When completing the Injury/Incident Report, provide a clear outline of the events that occurred:**

- type of injury/illness
- where and how it happened
- contributing factors
- is this a recurring injury/illness
- witnesses
- did you lose time from work
- medical attention required
- You should retain a copy for your records*

## EMPLOYEE'S Responsibilities

1. Notify supervisor or Service Desk of injury/illness immediately (before you leave work, if possible).
2. If medical attention required provide FAF to supervisor within 24 hours.
3. Complete Injury/Incident Report.
4. As outlined in the WSIA, Section 40, participate and cooperate in the Early and Safe Return to Work Program by assisting your supervisor and the Return to Work Specialist prepare the Return to Work Plan. Help identify suitable modified duties that are within your functional abilities.
5. Maintain regular contact with supervisor, Return to Work Specialist and WSIB. Identify any concerns.
6. Work within restrictions, ask for assistance with difficult tasks.
7. Report a change in circumstances to the WSIB, i.e. (a) change to income; (b) significant change in medical condition; (c) change in primary health provider; (d) returning to work.
8. Complete and return the WSIB's Worker's Report of Injury form (Form 6). This will be sent to your home by the WSIB. Provide a copy to the Return to Work Specialist. The Return to Work Specialist will send you a copy of the Employer's Report of Injury form (Form7) for your records.

## SUPERVISOR'S Responsibilities

1. If necessary, ensure injured employee obtains First Aid or medical attention. Arrange transportation, and accompany employee, if necessary.
2. Contact the employee as soon as possible after the injury. Immediately offer modified duties and/or modified hours, if necessary.
3. Ensure receipt of WSIB FAF which outlines abilities, restrictions and/or limitations, and are use to implement Return to Work Plan.
4. Complete Injury/Incident Report. Notify Environmental and Occupational Health Support Services and the Return to Work Specialist.
5. Use Modified Duties Checklist to identify suitable modified duties. Assist in the preparation of Return to Work Plan with the Return to Work Specialist.
6. Maintain communication throughout the employee's recovery and return to work. Return to work process begins immediately, or as soon as the employee is functionally fit.



If you require medical attention for a workplace injury/illness, even if it is days after the injury or onset of illness, you must notify your supervisor. Your treating physician must complete a WSIB Functional Abilities Form (FAF) which outlines your abilities, restrictions and/or limitations. Provide completed FAF to your supervisor within 24 hours of seeking medical attention.

**Modified work will immediately be offered and arranged where suitable.** Suitable modified duties will be identified by completing the Modified Duties Checklist. If you feel it necessary, you may request the guidance of your union representative.

**The duties in the Return to Work Plan will be based on information on the FAF which outlines your abilities.** In the absence of functional abilities information the Return to Work Plan will be based on the WSIB's Standard Precautions. This allows suitable modified work to be offered immediately.

**Where modified work or gradual RTW is required, a RTW Plan will normally be prepared.** The RTW Plan will be developed in coordination with the attending physician, the WSIB, and all relevant workplace parties. You may ask your treating physician to review; however, you must immediately attempt a reasonable offer of modified work if within your functional abilities. Failure to cooperate may affect WSIB benefits.

**A key component of this plan is ongoing, open communication between you, the supervisor, RTW Specialist, the treating physician(s) and the Union.** If at any time, you experience difficulty performing certain tasks, inform your Supervisor immediately.

**All workplace parties have a responsibility to cooperate in identifying suitable modified work within the Employee's functional abilities.**

## RETURN TO WORK SPECIALIST'S Responsibilities

1. Return to Work Specialist completes the WSIB Employer's Report of Injury (Form 7) based on the information on the Injury/Incident Report. **The Form 7 must be filed with WSIB within 3 days for all injuries or illnesses that:**
  - require medical attention;
  - cause an employee to lose time from work; or
  - require modified duties for more than 7 days.
2. Identify suitable modified work, ensuring the duties are within the employee's functional abilities. Prepare a Return to Work Plan.
3. Review Return to Work Plan with supervisor, employee, and union rep., if necessary.
4. Assist in the coordination of an accommodation if necessary.
5. Maintain contact with supervisor and employee to monitor progress.
6. Provide all relevant information to the WSIB.
7. Ensure the modified work/accommodation is in accordance with all applicable legislation and the provisions of the Collective Agreement.

## UNION'S Responsibilities

*BGPWU, Local 2, SEIU will support and encourage all employees to actively participate and fully cooperate in the Return to Work Plan.* At the employee's request, the Union can act as a bargaining agent and act as an equal participant in the RTW Plan. **The Union may:**

- Support and advise employees of the return to work process.
- Assist in the identification of suitable modified duties.
- Monitor participant's progress, and ensure the Return to Work Plan is in accordance with all applicable legislation and the provisions of the Collective Agreement.