

Manager/Supervisor Responsibilities and Procedures

Work Related Injury or Illness - Absence from Work

Initial Reporting and Medical Attention (where applicable) – Detailed Standard Operating Procedure for Call in and Paper Process can be found here <https://professionals.wrha.mb.ca/safety/injury-near-miss/>

Employee ensures Direct Supervisor/In Charge person is aware of the incident as soon as possible.

Important: if the injury is an exposure to blood and/or body fluids, the employee should be instructed to follow the PEP protocol. PEP Protocol packages are found on each unit. The PEP protocol should be followed first since the treatment is time sensitive. After the employee receives treatment, they can then complete the INM process.

Note: **Serious injuries** (as defined in the Act and **listed on the INM form**) must be reported to the Workplace Safety and Health Branch of the Government of Manitoba immediately. Please follow the process for reporting of serious injuries.

The supervisor of the person reporting the incident shall direct the worker to follow the appropriate Injury/Near Miss process as designated here <https://professionals.wrha.mb.ca/safety/injury-near-miss/>

Call In Process: The In Charge Person directs the employee to **call the INM Intake Line at 204-940-8482 and report the incident as soon as possible.**

Paper Process: The In Charge Person directs the employee to complete their portion of the INM and return it to them.

The employee returns it to the In Charge Person immediately who will complete their portion (includes witnesses, serious incident/patient safety event reporting) and scan/email or fax both sides to the appropriate OESH email/fax number found here <https://professionals.wrha.mb.ca/safety/injury-near-miss/>

Manager determines if incident requires some level of **Critical Stress Incident Management (CISM)** intervention or referral to EAP

Ensure that the employee is aware of their responsibilities (found in the document Worker Responsibilities and Procedures Work Related or Illness – Absence from Work). It includes information regarding

- Missing time from work, medical attention, reporting to WCB
- Prepayment of Benefits
- Payroll advance and WCB top up where covered by a collective agreement
- Applying for Disability and Rehabilitation Benefits (HEB or GWL) even if they are receiving WCB Benefits

If the employee will be missing time from work due to the work-related injury/illness or seeking medical treatment then a report must be made to the Workers Compensation Board (WCB) by the employee. Instructions are contained in the Employee Responsibilities and Procedures Handout.

Advise the employee to notify OESH of any medical attention or missed time from work (including date of return) due to the work-related injury /illness.

TIMEKEEPING FOR DAY OF INCIDENT: as per legislation, employees must be coded regular hours (not sick) for the full shift on the day of injury even if they leave to seek medical attention or cannot complete their shift. The employee should be coded to pay code A/A2000 (regular pay) with the Earning Reason Code 11 (WCB Day of Injury). Refer to Memo: WCB Coding found here <https://professionals.wrha.mb.ca/old/professionals/safety/files/memo-22-04-wcb-coding.pdf>

OESH INM Information Gathering

OESH strives to ensure that the WCB receives all pertinent information regarding a work-related injury/illness in order to ensure proper claim adjudication. You will be contacted by OESH to ensure you are aware of the incident and asked if there is any additional information related to the incident that should be included on the Employer's Report of Injury.

If you become aware of pertinent information following the submission of the claim please contact OESH INM intake immediately at (204) 940-8482 and the information will be communicated to WCB as well as placed on the employee's confidential Occupational Health file.

Investigation and Corrective/Preventive Action

The majority of incidents will require investigation and corrective/preventive action to find the cause(s) of the incident and determine, implement and communicate corrective/preventive action to prevent recurrence. This requirement is determined by the OESH specialist. If required, you will receive an electronic investigation form for completion. Resources to assist you with this process can be found here

<http://www.wrha.mb.ca/professionals/safety/files/INM/InjuryNearMissReporting.php>

Returning to work immediately with no restrictions to regular duties and hours

If the work-related injury or illness did not require lost time (other than the day of injury) or modifications to regular duties/hours the employee will report to work for their next scheduled shift.

Concerns related to Employee Safety and Return to Work

If you have concerns that the employee is having difficulties performing their full duties or hours, immediately contact OESH who may request medical regarding the employee's ability to safely perform their full duties/hours.

Extended absences due to work related injury or illness

General responsibilities of Manager/Supervisor

- Maintain regular and consistent contact with the injured or ill employee in accordance with attendance management principles where appropriate.
- Facilitate the return to work process through active participation in planning, supervising and monitoring an employee in a GRTW.
- Maintain confidentiality regarding the employee's health status.
- Foster a work environment that supports the accommodation of employees with restrictions to regular duties and hours.
- Follow reporting procedures to ensure that all absences due to medical reasons and/or hours worked are reported correctly to HRSS and OESH

TIMEKEEPING: Refer to Memo: WCB Coding found here

<https://professionals.wrha.mb.ca/old/professionals/safety/files/memo-22-04-wcb-coding.pdf>

WCB LOA: For a workplace injury notify PHRSS of a WCB LOA immediately even if the leave is less than 14 days by completing the online form at <https://forms.sharedhealthmb.ca/forms/phrss/request-for-leave-of-absence/>

Returning to work with restrictions to regular duties and hours

Employees must speak directly to their Manager and Occupational Health Nurse or Disability Management Coordinator **before returning to work in any capacity.**

A team meeting may be held, in a manner consistent with the Collective Agreement (where applicable), which may include the Disability Case Management Coordinator, Occupational Health Nurse, employee, manager, Union, Human Resources and WCB to develop a safe return to work plan.

Restrictions to Regular Duties and Hours are considered a Graduated Return to Work Program. See below for timekeeping instructions.

TIMEKEEPING ON GRTW: Employer pays for hours worked and the rest of the shift is unpaid WCB code. Example 7.75 hours workers work 4 hours – off 3.75

Refer to Memo: WCB Coding found here <https://professionals.wrha.mb.ca/old/professionals/safety/files/memo-22-04-wcb-coding.pdf>

Declared fit to return to regular duties and hours

When declared fit to return to regular duties, the employee must immediately contact OESH or Manager/Supervisor.

A team meeting may be held, in a manner consistent with the Collective Agreement (where applicable), which may include the Disability Case Management Coordinator, employee, manager, Union, Human Resources and WCB to develop a safe return to work plan.

Once returned contact HRSS to remove employee from Leave of Absence (LOA) by completing the web based Employee Status Form <https://forms.sharedhealthmb.ca/forms/phrss/employee-status/>

Employee of	Injury/Near Miss Process
<p>Cadham Labs Concordia Hospital / Concordia Place Mental Health and Addictions Services (AFM) Regional Distribution Facility Selkirk Mental Health Centre Shared Health Services (Within Winnipeg) WRHA Community / Corporate</p>	<p>Call In Process Call the Injury Near Miss Intake Line at (204) 940-8482 They will take your report over the phone</p>
<p>Health Sciences Centre Churchill Health Centre Middlechurch Home of Winnipeg Pan Am Clinic River Park Gardens Golden West</p>	<p>Paper Process Complete INM Form and submit by Email: inmintake@wrha.mb.ca</p>
<p>Deer Lodge Centre</p>	<p>Paper Process Complete INM Form and submit by Email: OESH_DLC@wrha.mb.ca Fax: (204) 831-2918</p>
<p>Grace General Hospital</p>	<p>Paper Process Complete INM Form and submit by Email: OESHGGH@wrha.mb.ca Fax: (204) 943-0237</p>
<p>Seven Oaks General Hospital</p>	<p>Paper Process Complete INM Form and submit by Email: OESH SOGH@wrha.mb.ca Fax: (204) 694-0479</p>
<p>Victoria Hospital</p>	<p>Paper Process Email: OESHVGH@wrha.mb.ca Fax: (204) 477-3449</p>