

# Employee 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/>**

Ensure safety. Seek care as needed. *Important Note: If the injury is an exposure to blood and/or body fluids, the employee should 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.*

You must immediately notify the Supervisor/Manager as soon as possible following a work-related injury or illness. The Work-Related Injury/Near Miss Process must be completed. Your supervisor/manager will advise you to follow the Call In or Paper Process dependent upon employer and site.

**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 form and return it to them.

The employee returns the INM form 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/>.

It is recognized that some incidents may require a level of Critical Stress Incident Management (CISM) intervention or referral to EAP which may be offered during the reporting process.

**If you feel that the work-related injury or illness requires medical attention or prevents you from continued work and/or carrying out your job duties, you should, wherever possible, notify OESH, and seek care from a healthcare provider (for example, physician, chiropractor, physiotherapist, athletic therapist) as soon as reasonably possible.**

- contact your Supervisor/Manager. You must advise of your expected return to work date if known and you may be required to provide your manager with a medical note supporting your absence.
- **report the injury to Workers Compensation Board (WCB)** by calling (204) 954- 4100 or 1-800-362-3340 from 8 a.m. – 7 p.m. weekdays or apply online at [www.wcb.mb.ca](http://www.wcb.mb.ca). Ensure you receive your claim number and keep it with you.
- Keep all receipts for treatment, medications and travel and submit to the Workers' Compensation Board of Manitoba as you may be eligible for reimbursement.
- You may be entitled to an Employer Supplement to WCB benefits in accordance with your Collective Agreement (where applicable). Contact HR Shared Services for more information – (204) 940-8500 (select option 5 then option 2).

**You may wish to contact your union office (where applicable) as they may be of assistance to you.**

**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.

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

If the work related injury or illness did not require modifications to your regular duties and you did not miss time from work (other than the day of injury) you will report to work for your next scheduled shift.

### **Reasonable Accommodation and Return to Work (Disability Case Management)**

Winnipeg Regional Health Authority (WRHA) offers a return to work program designed to assist injured or ill Employees' return to meaningful work while they recover and rehabilitate. This may include: graduated and progressive return to work schedules when you are unable to work full shifts, modification of your job when you may not be able to do all aspects of it, or finding an alternative position while you recover

### Returning to work immediately with restrictions to regular duties and hours

You must speak directly to your Manager and Occupational Health Nurse or Disability Management Coordinator **before returning to work** if you have restrictions to your regular duties or hours.

If further medical information (in the form of a **Modified Duty Form** or otherwise) is reasonably required and is requested, you must provide that information to OESH or your manager to coordinate your return to work.

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

Where medical restrictions are identified that are temporary, or of unknown/unspecified duration, you may be required to schedule a follow up appointment with your Healthcare Provider until cleared to return to regular work duties, or the restrictions are deemed permanent.

### Extended absences due to work related injury or illness *(if it is not anticipated that you will return to work immediately)*

If you file a WCB or MPI claim, your benefits must be pre-paid in order to ensure their continuation. Contact HR Shared Services - (204) 940- 8500 (select option 5 then option 2) for information and to **make arrangements to pre-pay your benefits** where applicable.

Depending on your collective agreement, you may be entitled to a wage supplement or top up. **You must request this supplement in order to receive it.** Contact HR Shared Services for more information – (204) 940-8500 (select option 5 then option 2). You must provide a copy of your WCB cheque stub.

If it is not anticipated that you will return to work immediately, or you are off for more than 60 days, it is **recommended that you apply for Disability and Rehabilitation Benefits** or Great West Life (for WRHA Community employees) where applicable, even if you are in receipt of WCB or MPI benefits as, if accepted, they can become a secondary insurer covering your benefits over and above WCB or MPI. Contact HR Shared Services for more information – (204) 940-8500 (select option 5 then option 2).

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

If a **Modified Duty Form** is reasonably required and is requested, you must provide the **Modified Duty Form** to OESH to coordinate your return to work.

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

Where medical restrictions have been identified that are temporary, or of unknown/unspecified duration, you may be required to schedule a follow up appointment with your Healthcare Provider until cleared to return to regular work duties, or the restrictions are deemed permanent.

If reasonably required and requested, OESH shall be provided with updated medical certificates or Modified Duty Forms if there is a change in your medical condition (improvement or worsening) that affects your ability to perform your job duties, or attend work regularly.

### Return to Full Duties

**If declared fit** to return to regular duties, you must immediately contact OESH or your Manager and may be required to submit a completed **Modified Duty Form** where reasonably required by OESH to coordinate your return to regular duties.

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

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