

# Employee Responsibilities and Procedures

## Work Related Injury or Illness - Absence from Work

### Reporting and Initial Medical Attention (where applicable)

You must immediately notify your Supervisor/Manager as soon as a work related injury or illness has occurred. Follow the OESH Work Related Injury/Near Miss Process by either completing the INM form or calling (204) 940-8482 to report. *Note: WRHA Community/Corporate must report by phone.*

If you feel that the work related injury or illness requires medical attention or prevents you from continued work and/or carrying out any of your job duties, include this information in the report you make to both your Supervisor/Manager and OESH and seek care from a healthcare provider (for example; physician, chiropractor, physiotherapist, athletic therapist) as soon as reasonably possible.

If the work related injury/illness prevents you from attending work and/or carrying out your job duties **or** you seek care from a healthcare provider,

- contact your Supervisor/Manager. You must advise of your expected return to work date if known and 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 at [www.wcb.mb.ca](http://www.wcb.mb.ca). Ensure you make note of your claim number.

If you apply for WCB benefits, it may take several weeks until you receive your first payment. You may be entitled to a payroll advance if available and/or in accordance with your collective agreement where applicable to assist you while waiting for the WCB decision. Contact HR Shared Services for more information – (204) 940-8500 (select option 5).

You may wish to contact your union office as they may be of assistance to you. Your manager may be in contact with you throughout your absence.

Keep all receipts for treatment, medications and travel and submit to the Workers' Compensation Board of Manitoba as you may be eligible for reimbursement.

### 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.

### 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 in any capacity.**

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/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.

**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. Certain benefits must be pre-paid. Contact HR Shared Services - (204) 940-8500 (select option 5) 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). 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 HEB 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.** If accepted, they become a secondary insurer and may cover benefits that may not be covered by WCB or MPI. Contact HR Shared Services for more information – (204) 940-8500 (select option 5).

In the event that a decision related to acceptance has not been made by the secondary insurer and the employee is on a WRHA paid return to work the employee cannot be paid wages for hours worked by the employer beyond day 119. This may impact the Return to Work.

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, 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 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.

**Declared fit to return to regular duties and hours**

**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.