

## **What To Do In Case of Work Place Accident or Injury**

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### 1. On Day of the Accident or Injury

- Immediately notify your direct supervisor **or** his/her replacement;
- **If you are the victim of a work-related accident, regardless of the seriousness, you must complete the incident / accident report;**
- When completing this report, describe the place, time and circumstances surrounding the occurrence of the accident. Make sure it is fully completed and signed. Also include any steps you may have taken, right after, such as taking a pain killer, using a sling, applying ice or any other steps you may have taken.

### 2. Consult a Physician – ASAP- Within 48hrs

- Make sure you see a doctor as soon as possible, after a accident at work, **within 48hrs of your work related accident**, even if the injury appears minor. This time frame is essential. During this medical consultation, inform your doctor that the injury was caused by a workplace accident, and, in addition to your main injury, indicate any pain or symptoms felt; including things like a headache, dizziness, should this be the case.
- **Do not delay in seeing a doctor and do not continue to work in pain. This not only aggravates your injury, but puts it into question. It must be diagnosed by a physician.**

### 3. Submit Physician Completed Medical Certificate (CNESST Form) to the Occupational Health, Safety and Well-Being at Work Service (on site Health Unit)

- During your medical consultation, make sure that the doctor gives you a CNESST certificate that you must submit to the Health and Safety Service and **well-being at work (on site Health office)** if you are unable to perform your job beyond the day of the accident;
- The doctor's medical certificate must be as complete as possible. We must insist that the attending physician enter a medical diagnosis on this certificate

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and not a symptom and ensure that he mentions in his report that there is a direct link between the work accident and the injury;

- Always hand over documents relating to an accident or injury to the **Health, safety and well-being at work service (Health office)**. **Fax and email addresses are available.**

### 4. Consult Your Union Representative

- A member of the CUPE 2881 Health and Safety team will help you with any questions or concerns. Our team is dedicated and will guide you;
- Telephone: 514-362-8000 # 70281, fax: 514-634-4919;
- Email: [sst@scfp2881.com](mailto:sst@scfp2881.com).

### 5. Fill Out and Submit CNESST Claim Form

- The CNESST Accident Claim Form is essential for any coverage by CNESST. When you fill out this form, make sure that all the requested information is completed. Incomplete forms risk being rejected. When describing the event, be as specific as possible. Indicate the place of the accident, how the accident transpired, the link as it pertains to your work. Include all the parts or regions of your body which were involved or afflicted by the accident.
- Do not delay in filling out this form. If you have difficulties or questions, ask your Union for help in completing this declaration. There are time limits to be respected, if too much time has lapsed, your claim may become invalid.

### 6. In Case of Temporary Work Assignment

- If the employer gives you a temporary assignment form, you must then present this form to your attending physician. Be aware that your employer cannot proceed with the temporary assignment without the prior consent of your doctor;

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- If you have any questions, contact your union to help guide you with any difficulty you may have completing this declaration. He/ she will be able to give you advice to prepare you for your appointment with your attending physician;
- For example, make sure you know the tasks to which you are being assigned so that you can describe them as accurately as possible to your doctor. If you feel unable to perform the suggested tasks, tell your doctor and explain why;
- If your doctor does not agree with the temporary work assignment, his decision cannot be contested by the employer or the CNESST. However, you can dispute this “summons” of a temporary assignment, even if your doctor agrees.

### 7. Income Allowances / Salary Continuity

- The day of the work place accident is paid out in full, 100%, by the employer;
- The first fourteen days after the work place accident are paid by the employer at 90% of your net income for each day or part of a day as if you had worked (article 60 LSST);
- The fifteenth day and any days that follow, is calculated according to the income replacement indemnity calculated by the CNESST (article 67 LSST).

### 8. Disputes to CNESST Decision

- As soon as the CNESST communicates with you in your file and / or informs you of their decision, to accept or refuse your claim, contact your Union. They will guide you on the appropriate steps to take;
- Should there be reason for you to dispute the CNESST’s decision, be aware that there are strict time constraints to do so.

### 9. Medical Examination Requested by the Employer

- Your employer may ask you to meet with the doctor of their choice for any question related to your employment injury. Should this occur, the employer

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must inform you and pay for any costs incurred. This medical appointment is mandatory.

### 10. Documents, Invoices, Receipts and Proofs of Purchase

- Keep all the documents that are sent to you, write down the names of witnesses and inform your union so that it can collect their versions as appropriate, take notes, give yourself a written account of events and follow-ups and appointments (any medical visits, including dates) If there is a dispute, these notes will allow you to better remind yourself of the circumstances of the accident and the events that transpired since. These can be an essential tool and may facilitate the defense of your case, if necessary.
- Keep **any and all** receipts or invoices for expenses related to your injury; these expenses may include treatments or braces. These expenses may be covered by the CNESST, if they accept your claim.
- Do not hesitate to contact your union with any questions.

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### Here are the contact details that will be useful to you:

- **Health, Safety and Well-Being Service (Health Unit)** located in Sainte-Anne-De-Bellevue  
Phone : 514-457-3440 # 2325 (leave a message)  
Fax: 514-457-8420  
Email: [servicedesante.comtl@ssss.gouv.qc.ca](mailto:servicedesante.comtl@ssss.gouv.qc.ca)
- **CUPE 2881 Health Safety Team**  
Phone. : 514-362-8000 # 70281  
Fax: 514-634-4919  
Email: [sst@scfp2881.com](mailto:sst@scfp2881.com)
- **CNESST**  
Phone. : 1-844-838-0808
- **Absence related to COVID-19 only**  
Phone: 514-457-8439  
Email: [preventionssmet.comtl@ssss.gouv.qc.ca](mailto:preventionssmet.comtl@ssss.gouv.qc.ca)

IN SOLIDARITY!  
THE CUPE-2881 UNION TEAM