

Workers' Compensation Committee
Canadian Union of Public Employees, Air Canada Component

INJURY ON DUTY – YYZ CABIN CREW: INFO SHEET

1. Complete **ACF 32-8: FLIGHT ATTENDANT INJURY/ACCIDENT REPORT**. Make a copy before submitting it.
2. Seek medical attention as soon as possible. Doctor, Physiotherapist, Chiropractor, Nurse (Extended Class). Advise that it is a work-related injury or illness and WSIB **Form 8: Health Professional's Report** will need to be completed and sent to WSIB. Obtain page 2.
3. If booking off, advise Shepell that it is an Injury On-Duty. Your schedule should show SICK_INJ and then SICK_CMP.
4. If you think you will be booked off for more than 14 days, apply for WIP in addition to WSIB. This will protect your earnings in case the WSIB is denied.
5. You will be advised by voicemail to check your Air Canada e-mail account for an "Offer of Suitable Employment". If page 2 of Form 8 indicates that you are able to return to work, but with restrictions, reply to offer by e-mail and accept the offer.
6. Make appointment with Occupational Health. Bring page 2 of Form 8. You will need to be cleared to do modified work.
7. The Disability Management department will submit **Form 7: Employer's Report** to WSIB. This will be based upon information contained in your Flight Attendant Injury Report. (The injury report is not sent to WSIB.) You will receive a copy. **Check it for accuracy**. If there is a discrepancy, contact the Disability Management office at 1-855-890-1539. If your block exceeded 75 hours without a voluntary extension, you will need to report this to WSIB as Air Canada caps your earnings at 75 hours per month. Your WSIB benefits are based upon your blocked earnings.
8. Go to www.wsib.on.ca >Workers > Forms,> **Worker's Report of Injury/Disease (Form 6)**. This must be completed and sent to WSIB. Make a copy for your records. If you have a claim number at this point, the form can be sent electronically.
9. You will receive a phone call from your Claims Adjudicator. A decision on your claim will be rendered. This will be followed up by a decision letter.
10. Claim allowed. No further action needed.
11. Claim denied. Request Union representation by contacting **Douglas Hay, Worker's Compensation Committee at 416-798-3399 ext. 259**. Send us a copy of your decision letter. We will send you two forms: **1. Direction of Authorization – Claims, 2. Direction of Authorization – Medical Information**.
12. Once we receive the completed forms, we will secure CUPE representation with WSIB, obtain a copy of your Case File. If there are reasonable grounds for Appeal, we will begin to gather the evidence for an initial objection to the decision. This begins the Appeals process.
13. Make and retain a copy of all documents, and keep a log of all phone calls and voicemails.

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