



## Health & Safety Report - *October 2015*

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**2015 January - August Lost Time Injuries:** 109 Days LOST: 1650 days

**2015 January-August Non-Lost Time Injuries (MINOR) as reported by AC in graphs:** 380

**Top Three Causes:** Catering Equipment 49, Turbulence 39, Aircraft Part 33

**Top Three Types:** Sprain/Strain 118, Bruises 105, Burns 46

### **INJURY ON DUTY – YYZ CABIN CREW**

*What to do if you have an Injury at Work:*

1. Inform the crew and get first aid immediately if needed.
2. Complete the ACF32-8 “Flight Attendant Injury Report” and ACF34C “Accident/Incident report” and submit them to the Employer (if you are unable to complete the reports right away; make sure the Employer knows as soon as possible).
3. The Company is required to pay you full wages for the day of accident/injury, arrange and pay for transportation (on the day of injury) to get you to health care treatment if needed.
4. Seek medical treatment as soon as possible after the injury and have your health professional complete the WSIB FORM 8; provide a copy of page 2 of Form 8 to the Employer right away.
5. A WSIB claim can be established for health care benefits if you **DO NOT** lose any work time or health care benefits and Loss of Earning benefits if you **DO** lose time beyond the day of injury. You have six (6) months from the date of the injury and learn of the diagnosis to file a WSIB claim, however, unless there is compelling reason why you were not able to report (i.e. in hospital) you are required to report as soon as possible or it could affect the approval of your claim.
6. If you are unable to work beyond the day of injury book off as soon as possible by contacting Shepel and advising that it is an “Injury On-Duty”.
7. It may be possible for you to return to work and do modified duties. Upon receipt of the FORM 8, the Employer will make you an “**Offer of Suitable Employment**”. If you are able to perform modified duties, reply to offer by e-mail and **ACCEPT THE OFFER OF MODIFIED DUTIES** otherwise your WSIB claim could be denied. Keep copies of everything so you have a trail of emails.
8. Make appointment with Occupational Health. Bring page 2 of Form 8. You will need to be cleared to do modified work.
9. 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.
10. 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.) The Employer is required to give you a copy of the FORM 7. 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.

11. Complete a WSIB 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. [www.wsib.on.ca](http://www.wsib.on.ca) > **Workers** > **Forms**, > **Worker's Report of Injury/Disease (Form 6)**
12. Have the Functional Abilities Form (FAF) completed by your treating physician for all follow-up progress for restrictions/accommodations you require while you rehabilitate back to your pre-injury status. Provide copies to the Employer.
13. 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.**
14. If the WSIB Claim is allowed for Loss of Earnings Benefits (LOE), provide a copy of the WSIB decision letter to the Employer to have your sick-bank days reinstated.
15. If the WSIB Claim is denied, request Union representation from the Compensation Committee at 416-798-3399 ext. 259 who will determine if there are grounds for Appeal. Send a copy of your decision letter. They will send you two forms: 1. Direction of Authorization – Claims, 2. Direction of Authorization – Medical Information.
16. Make and retain copies of all documents, and keep a log of all phone calls and voicemails.
17. Contact your Local H&S Representatives for assistance.

### **FLIGHTS TO DELHI**

On October 19<sup>th</sup>, the Company issued a bulletin regarding the service level expectations for the DEL flights starting on November 1<sup>st</sup>. The bulletin reminded flight attendants to monitor lavatories for cleanliness and replenish supplies. A Lavatory Cleaning Kit including disposable gloves, sheets of disinfectant wipes and a facial mask will be double provisioned from YYZ (One for inbound and one for outbound).

Although the kits will be available in the flight satchel on the DEL flights, the SOP's regarding the cleaning of lavatories are the same as any other flights and can be found in:

#### ***Epab > The Flight > Cabin Environment > Lavatories > During the Flight***

Monitor lavatories during flight (at least every 30 minutes):

1. Watch out for odours of smoke, signs of tampering with smoke detectors, etc.
2. Check that counters and floors are clear of litter;
3. Replenish washroom supplies as required (toilet paper, hand towels, tissues, etc). Return all washroom supplies to their designated stowage.

**In Solidarity,**

### **CUPE Health & Safety Team**

Tamara DiMaddalena [tamara@local4092.ca](mailto:tamara@local4092.ca)

Jinny Wong [jinny@local4092.ca](mailto:jinny@local4092.ca)

Guillaume Jean [guillaume@local4092.ca](mailto:guillaume@local4092.ca)

You may also contact us at (905) 676-4352 or via email [ohs@local4092.ca](mailto:ohs@local4092.ca)