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.INJURY ON DUTY – YYZ CABIN CREW

We are re-issuing this information as it is a confusing process and we suggest printing this off and keeping it on hand so you know what to do when you are in such a situation. It is crucial to follow the appropriate process to have your claim approved by Worker's Compensation.

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. If you are away from home base, call MedAire.
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.

CUPE

Health & Safety

www.local4092.ca

[http://local4092.ca/Your-Union-Health & Safety.html](http://local4092.ca/Your-Union-Health-&Safety.html)

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8. Make appointment with Occupational Health, and provide them page 2 of Form 8. You will need to be cleared to do modified work or to book on to full regular duties.
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 >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.

**** (Workplace Safety and Insurance Act of Ontario s.37)****

37. (1) Every health care practitioner who provides health care to a worker claiming benefits under the insurance plan or who is consulted with respect to his or her health care shall promptly give the Board such information relating to the worker



as the Board may require.

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(2) Every hospital or health facility that provides health care to a worker claiming benefits under the insurance plan shall promptly give the Board such information relating to the worker as the Board may require.

Report re functional abilities

(3) When requested to do so by an injured worker or the employer, a health professional treating the worker shall give the Board, the worker and the employer such information as may be prescribed concerning the worker's functional abilities. The required information must be provided on the prescribed form.

Under the Workplace Safety and Insurance Act, health practitioners who provide health care and any related service covered under the Act will be paid by WSIB, not the worker.

MEDIAIRE

Air Canada has contracted a new provider for medical assistance abroad. **MedAire** is ready to assist you! Effective immediately, employees should contact MedAire's dedicated Air Canada emergency hotline +1-480-379-1945 to request medical assistance. You can find more information about MedAire on the HR Connex site: Policies & Forms >> My Travel >> Travel Passes and Programs Business Travel >> Medical Emergency During Business Travel

Print and carry the MedAire wallet card.

TRANSMITTAL 222—GLOVES FOR PICK UP

Given recent questions that have been arising due to the recent transmittal 222, we have confirmed with Safety Management and Component Chairperson Jordan Bray-Stone that **cabin crew members are permitted to continue wearing the clear latex gloves provisioned for pick up.**

The bulletin states that cabin crew are permitted to wear them and urges crew not to use the blue ones provisioned for Medical Kit and First Aid kit.

If crew are noticing that the latex gloves are not supplied they are to file a report and we will follow up.

In Solidarity,

CUPE Health & Safety Team

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