



Local 464
2255 St. Laurent Blvd., Suite 310, Ottawa, Ontario K1G 4K3

Dear OPSEU 464 Member,

As a union member, you have the right to union representation at any meeting regarding your workplace injury, non-workplace illness/injury, modified work program and/or return to work plan. You also have a right to choose the health care provider (physician, physiotherapist, etc.) who will treat your illness/injury. As your Health and Safety Representatives, we are here to provide any assistance that you may require regarding your WSIB claim, short term sick leave or long term disability claim.

It is very important that you retain all the information regarding your illness/injury, in case there are any problems, and for future reference.

For workplace injuries, these include:

- A copy of your TOH Employee Incident Report
- A copy of the WSIB Form 7 or Form 1492
- A copy of the WSIB Form 8
- A copy of the WSIB Form 6 Worker's Report of Injury/ Disease
- A journal with notes regarding any medical testing or conversations about your file. These notes should include who you spoke to, the date and what was said.

For non-workplace injuries/illness, these include:

- A copy of any Attending Practitioner's Statement Report (APSR) and any other medical information which you submit.
- A journal with notes regarding any conversations about your file. These notes should include who you spoke to, the date and what was said.

The Ottawa Hospital is committed to providing modified work to those employees with work or non-work related injuries, wherever possible. Therefore it is important to keep your Supervisor, Occupational Health and Safety and your Union Representative apprised of any difficulties you may encounter with your modified work program/return to work plan.

If you have any questions about your short-term sick leave, long term disability, WSIB claim or modified work program, please contact:

Heather Allen

Return to Work Advisor - OPSEU Local 464

613-739-4334 ext. 3

Fax: 1-877-440-7797

returntowork@opseu464.org