

Occupational injury/illness Guide and Responsibilities For London EMPLOYEE

IMPORTANT

If you are injured at work and require external medical attention, this package contains important information and the required forms that must be completed and returned to your Health and safety team before the beginning of your next scheduled shift.



1.877.867.6064



acclaimability.com



1.866.486.8663



Nation Wide

Before seeking medical attention



3 things to do when a workplace injury occur – before you seek medical attention.

- ☐ Report all workplace injuries to your Front Line Manager immediately to ensure proper injury statement is filled.
- ☐ Seek first aid/medical aid attention if required. Taxi chits, if needed, can be obtained from your Front Line Manager.
- ☐ Labatt internal forms will need to be filled out and an investigation will take place, usually conducted by the Brewery ES Manager and Front Line Manager.



1.877.867.6064



acclaimability.com



1.866.486.8663



Nation Wide

Employee Responsibilities Check List



Your healthcare provider has determined you can return to work full time and regular duties:

- ☐ Ask your doctor to fill out the Functional Abilities Form (FAF) enclosed below confirming no restrictions and a return-to-work date.
- ☐ Contact your manager to confirm you are returning to work for your next schedule shift full time and duties. Take the opportunity to discuss any concerns you may have relative to your return to work.
- ☐ Provide the completed FAF signed by the doctor to your manager AND e-mail it to medical@acclaimability.com. Ensure your Name, Employee ID, and the company name (Labatt) is clearly written on the form or in the body of your e-mail.
- ☐ Promptly raise any concerns or changes with your return-to-work status to your manager and Acclaim. Any changes in your health status should be reported directly to Acclaim at 416-486-9706.



Your healthcare provider has determined you can return to work on modified duties:

- ☐ Once your physician has completed the FAF and temporary restrictions have been issued, please contact your union representative and the Health and Safety team to schedule a return-to-work meeting. Make sure to send the FAF to medical@acclaimability.com.
- ☐ Sign the Modified Duties Offer provided by your Health and Safety team, to acknowledge receipt of the offer. Your Health and Safety team will keep the signed offer and provide you with a copy. If you did not receive the Modified Duties Offer, please contact your Health and Safety team immediately to request it.
- ☐ Ask your doctor to fill out the WSIB Form 8 or Functional Abilities Form (FAF) enclosed below confirming your restrictions and limitations. **Do NOT leave the doctor office without this form.**
- ☐ Contact your manager to confirm you are returning to work for your next schedule shift on modified duties. Take the opportunity to discuss any concerns you may have relative to your return to work.
- ☐ The same day it is signed by your doctor, provide the completed FAF to your manager AND e-mail it to medical@acclaimability.com. Ensure your Name, Employee ID, and the company name (Labatt) is clearly written on the form or in the body of your e-mail.
- ☐ Promptly raise any concerns or changes with your return-to-work plan to your manager and Acclaim. Any changes in your health status should be reported directly to Acclaim at 416-486-9706 or medical@acclaimability.com.





Your healthcare provider has determined you should remain off work

- ☐ Ask your doctor to fill out the form 8 or Functional Abilities Form (FAF) enclosed below confirming your restrictions and limitations. **Do NOT leave the doctor office without this form** confirming your restrictions and limitation which prevent you from returning to work.
- ☐ Notify your manager that you will not be at work - you must make every effort to reach him/her directly.
- ☐ The same day it is signed by your doctor, provide the completed FAF to your manager AND e-mail it to medical@acclaimability.com. Ensure your Name, Employee ID, and the company name (Labatt) is clearly written on the form or in the body of your e-mail.
- ☐ Submit all additional relevant documentation received (medical or otherwise) to your manager and e-mail it to Acclaim (using the above instructions) upon receipt, or immediately after any assessment by your treating healthcare practitioner.
- ☐ Cooperate in any suitable return to work program as provided by your Health and Safety team and Acclaim.
- ☐ Throughout your absence, you MUST maintain regular communications with your Manager and Acclaim regarding return to work and you MUST respond immediately to any attempts to contact you via phone, e-mail, or mail. Therefore, we ask that you check your phone and email no less than twice daily.
- ☐ Promptly raise any concerns or changes with your return-to-work status to your manager and Acclaim. Any changes in your health status should be reported directly to Acclaim at 416-486-9706.

