

Health and Safety

Bulletin

December 2008

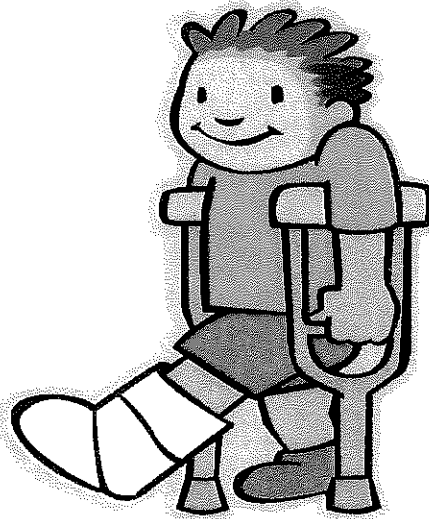
WHAT DOCUMENTATION IS REQUIRED WHEN I GET INJURED AT WORK AND NEED MEDICAL ATTENTION?

When you get hurt at work and need medical attention there are certain procedures to follow.

First get the attention you require by calling for a First Aid person to assist you.

Report the injury to your supervisor, who will report it to the store manager.

Management will then, with your assistance either in person or on the phone fill out an accident report.



Management will then give you a form to sign to Accept or Decline modified work. At this time it may be that your doctor has said for you to be off for days or weeks. You may feel that you should decline. Instead of declining sign that you will accept modified work when your doctor agrees to it. (add this line to the form).

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When going for medical attention or to visit your doctor with regard to the injury take a Functional Abilities form (FAF) with you instead of asking the doctor for a note. This, you return to your workplace as soon as possible.

Please post one copy on your Union Bulletin Board, and discuss at your next JHSC meeting.