

WHAT TO DO IF YOU ARE INJURED AT WORK

What to do if you're injured at work:

- Get First Aid treatment immediately, if available;
- Report the injury to your School Administrator immediately;
- Contact your School District Office (Director). Explain what happened, where it happened and the names of any witnesses;
- If necessary, visit a doctor (medical or chiropractic) and tell the doctor it's a work injury. (**Note:** *Your School District is responsible for paying reasonable travel costs for your initial visit and/or reasonable medical care*);
- Bring the Doctor's Report of Injury (Form 8/10) back to your employer as soon as possible (*by the next working day*);
- Report the injury to WorkplaceNL (see next section);
- Actively participate in your recovery. Ask questions of your Case Manager to ensure you understand the process and programs involved;
- Feel free to bring along a family member, friend, or an NLTA Administrative Officer to any meeting you have with the Commission.

How to Report An Injury to WorkplaceNL:

- Obtain and complete a Worker's Report of Injury (Form 6). These forms are available from your School District, the NLTA Office, any WorkplaceNL Office, or the WorkplaceNL website (www.workplacenl.ca).
- If possible, complete the form yourself. If you cannot, have a spouse, relative, or friend complete it on your behalf. You can also contact an Administrative Officer in Programs and Services at the NLTA and/or WorkplaceNL for assistance. It is important to make sure that the information supplied in the Report is accurate before signing.
- Mail, fax or deliver your report to WorkplaceNL as soon as possible. (**Note:** If the injury is not reported within three months, WorkplaceNL may not accept your claim.)
- WorkplaceNL looks at your report, the report from your Employer and a Doctor's report of your injury when deciding whether or not you qualify for benefits.
- If you want to authorize your spouse, other family members, a friend, your NLTA Administrative Officer, Workers' Advisor, lawyer or MHA to access information on your claim, you must indicate it on Form 6 or complete an Authorized Representative Consent Form (Form 13). You may change your authorized representative at any time by writing WorkplaceNL.

How a Claim is Processed by WorkplaceNL:

STEP I • Workplace Injury Occurs

3 forms should be sent to WorkplaceNL:

Form 6 - Worker's Report of Injury

[Worker's responsibility to report injury as soon as possible.]

Form 7 - Employer's Report of Injury

[The employer has three days to report the injury to the Commission.]

Form 8/10 - Doctor's Report of Injury

[Physician's responsibility to report the injury as soon as possible.]

STEP II • Assembly

Claim opened and claim number issued.

STEP III • Intake Adjudication

Entitlement decisions are made here. Once a decision is made on a new claim or on an older recurrence, the claim goes directly to Case Management.

STEP IV • Case Management

Main contact for employers and employees.

Three main areas of responsibility:

1. Temporary Earnings Loss Benefits - (TEL)
2. Rehabilitation
3. Extended Earnings Loss Benefits - (EEL)

A Case Manager will work closely with the School District, the teacher and the health care providers to assist the teacher in returning to work as soon as possible. You will be contacted by him/her on a regular basis if he/she requires specific information or an update of your current status.

Note: A claim will bypass Intake Adjudication [Step III] and go directly to Case Management [Step IV] if it is a recent recurrence.

How to Manage Your WorkplaceNL Claim:

- Have your claim number ready before you call the WorkplaceNL office.
- Continue to follow the advice of your health care providers.
- Notify your Case Manager if there are any changes in your status or treatment plan.
- Call your Case Manager for an appointment if you want to visit; this ensures someone is available to meet with you. Feel free to bring a family member, or friend, or NLTA Administrative Officer to any appointment you have at WorkplaceNL.
- Contact your School District periodically to let them know about your progress and when you expect to return to work. This may vary as per the extent of your injury.
- Call your Case Manager as soon as you return to work or are cleared to return to work by your doctor.
- If you are referred to a physiotherapist, contact a physiotherapy clinic within 72 hours.
- Notify your Case Manager immediately if you become eligible for Canada Pension Plan Disability, Teachers' Pension Plan benefits, or any monies from your Employer.

Note: If you do not participate in your recovery or notify WorkplaceNL of changes in your circumstance that affect your entitlement, WorkplaceNL may suspend, reduce or terminate your benefits.



Information from
WorkplaceNL

This information is provided to teachers with the cooperation of WorkplaceNL.