



### WHAT IS THE DEFINITION OF A WORK RELATED ACCIDENT UNDER THE LAW ON WORK ACCIDENTS AND OCCUPATIONAL DISEASES (LATMP)

1. Unforeseen and sudden event;
2. Attributable to any cause;
3. Arising out of or during the course of work;
4. Resulting in a work related injury.



### WHO SHOULD I NOTIFY ABOUT MY WORK ACCIDENT AND WHEN SHOULD I DO IT?

- The employee must notify his/her supervisor, without delay, that he/she has been the victim of a work accident;
- If necessary, the supervisor ensures that the employee receives first aid in relation to his/her condition. The absence from work related to this medical visit will be paid 100% by the employer.



### DO I HAVE TO SUBMIT A DOCUMENT TO MY SUPERVISOR?

- The employee must fill out the institution's « Accidental Event Declaration Form » and submit it to his/her supervisor;
- The supervisor includes his/her comments, signs, dates and sends the above mentioned form to both of the following addresses within 24 hours:  
[gestion\\_invalidites\\_ccomtl@ssss.gouv.qc.ca](mailto:gestion_invalidites_ccomtl@ssss.gouv.qc.ca) and [prevention.sst.ccomtl@ssss.gouv.qc.ca](mailto:prevention.sst.ccomtl@ssss.gouv.qc.ca)
- In collaboration with GPAT and/or the prevention team, the supervisor is asked to participate in the investigation and analysis of the work related accident.



### WHAT TO DO IN CASE OF LOSS OF TIME?

- You must make an appointment with your family doctor or visit a walk-in medical clinic.
- Ask your doctor to fill-out a CNESST medical attestation form and CNESST light duties form (mandatory form);
- Following your medical consultation;
  - Communicate with your supervisor and the GPAT team to advise them of your status post medical visit and send your medical documents to SSMET.



### WHAT OCCURS FOLLOWING YOUR MEDICAL APPOINTMENT WITH YOUR FAMILY DOCTOR?

The doctor will specify whether you are fit to return to regular work or; you are able to return to work on light duties or; you are completely off work.

***You must send the medical forms from this medical consultation to the GPAT team immediately following the appointment***



### **WHO WILL THE GPAT TEAM COMMUNICATE WITH NEXT?**

The GPAT team will send out a notice of absence to your supervisor, payroll and recall, indicating the terms of your absence as well as which pay codes apply.



### **IN SUMMARY, WHAT PROCEDURE MUST BE FOLLOWED IN THE EVENT OF A WORK RELATED ACCIDENT?**

In the event of a work accident, the employee:

- Receives first aid, if necessary;
- Immediately declares his/her work accident to his/her supervisor;
- Fills out the institution's « Accidental Event Declaration Form » and submits it to his/her supervisor;
- Submits the MANDATORY CNESST's « Temporary Assignment Form » to his/her family doctor;
- Ensures that his/her supervisor is aware of his/her departure from work and absence from work, if applicable;
- Submits the results of his/her medical consultations to the GPAT team within 24 hours of the visit by forwarding all medical CNESST forms, including the « Temporary Assignment Form » filled out by his/her family doctor;
- Completes the « Worker's Claim » form, if necessary;
- Collaborates in the investigation and analysis of the work related accident;
- Collaborates in all return to work programs including light duties and progressive return to work;
- Attends medical evaluations mandated by the GPAT team or by the CNESST in accordance with Article 210 of *LATMP*;
- Takes all necessary means to return to work promptly.

This checklist was designed to help employees fully understand the rules and procedures surrounding work accidents.



The GPAT team is available to answer all of your questions.

Our opening hours are Monday to Friday from 8:00 a.m. to 4:30 p.m.



### **Health, Safety and well-being in the workplace Service**

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