

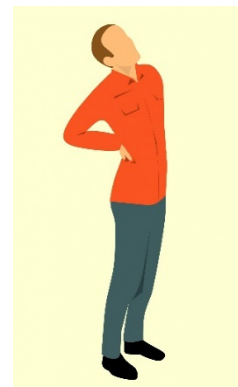
When to Report Non-Occupational Events

What Are Non-Occupational Events?

A non-occupational event is a personal injury or an illness that occurs outside the workplace, and is unrelated to the course of employment.

When Do I Report a Non-Occupational Event?

You should notify your Supervisor or Manager of any non-work related incidents that may affect your fitness for work before starting your next shift after occurrence of the injury or illness.



How Do I Report a Non-Occupational Injury?

After you notify your Supervisor or Manager of your non-work related incident, they will provide you with a Medical Assessment form. You will need to have it completed by a medical professional that has the capability of diagnosing treatment for the disability sustained prior to commencing any work.

What Are My Responsibilities as An Employee?

In the event that an employee indicates they have suffered from a non-occupational event, they are responsible for providing their Supervisor or Manager with medical documentation that includes:



- (i) The medical professionals' name and contact information;
- (ii) Name and location of treatment facility;
- (iii) Nature of injury or illness (e.g. Non-work related injury of back, flare up of arthritis in left knee, pneumonia);
- (iv) Nature of treatment or recommendations (e.g. Patient given T3's to alleviate back pain, patient to avoid lifting loads in excess of 20 lbs., patient to rest for 4 days prior to return to work);
- (v) Details regarding limitations and;
- (vi) Date of return to full duties or re-evaluation.

Note: If the employee receives a note from a medical treatment professional that is missing important information that validates the non-occupational event or more information is required, the employee may be required to return to a medical treatment provider or provide a statement to be included with the non-occupational event report.

What Next?

- a. Once the non-occupational event has been reported, any supporting documentation and your physical demands will be assessed to determine classification.
- b. If medical information gained from the assessment indicates that the employee is capable of performing work with restrictions, then a Modified Work Offer may be offered should the restriction(s) not provide undue hardship to HHF.
- c. If medical information gained from assessment indicates that the employee is not capable of performing modified duties then the Supervisor or Manager in conjunction with HR will provide the employee with information regarding a leave of absence.
- d. The Supervisor or Manager will provide ongoing progress reports to HR and notify them when the worker has been deemed fit to return to full duties by a medical professional.

To learn more about Heartland Housing Foundation's program for non-occupational injuries and illnesses please refer to the **HR Manual, section 5.4: Non-Occupational Disability Management policy and procedure.**

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