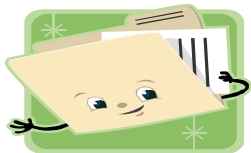

Agreement Notes CSST



Procedures to follow concerning a work accident

It is important to open a file and keep a copy of all documents that pertain to the incident, in the event that they are required for future reference.



Report your work accident



It is imperative that any work accident be reported as soon as possible, whether or not any medical assistance is required.

There is a form produced by the Board specifically for this purpose which is available in every workplace. When writing up your report, be as clear as possible concerning the **circumstances** regarding the accident including the **time** and **location** where it took place and **what caused it**; the **type of injury** whether visible or not; **what kind of pain** you have and **where your pain is situated**. Even an accident which appears to be unimportant must be reported. For example, if you lift something heavy, or a child pulls on your arm and you feel a sudden sharp pain that soon diminishes, it should be written up on the work-accident form. This type of injury may reappear as chronic pain, and, if not reported at the time, will be hard to prove at a later date. Make a photocopy of your accident report for yourself, before handing it in at your workplace.

If your injury is too serious to be filled out after the accident occurs, you may fill the report out later. However, **do it as soon as possible**. It is a good idea to keep a file for yourself, with a photocopy of the accident report and a written description of any other details that may be of use later on, such as any witnesses who were present at the time of the accident.



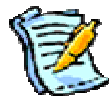
See a doctor



Do NOT wait to consult a doctor, even if the injury seems to be relatively unimportant. Be sure to explain that you had a work accident. Give the doctor the details and make sure you are thoroughly examined. It is very important that the doctor fill out the **CSST medical certificate** giving a **diagnosis of the injury, and a detailed description**. He/she will then give you the report which you will forward to the Health and Safety Administration Officer at the School Board. Be sure to keep a copy for yourself.



Fill Out the CSST Form



After seeing your doctor, you may want to fill out the CSST Worker's Claim which is furnished by the Board and is available in your workplace. However the Board will not request you to do so.

They will send the Employer's Notice to the CSST with all the pertinent information concerning your case and will attach your doctor's CSST medical certificate and the accident report that you already filled out. If you **do decide** to fill out the Worker's Claim, be sure to include the **same information** that you put in the accident report **plus any other information you feel is relevant**. Keep a copy for yourself and send the original to the Health and Safety Administration Officer at the School Board right away so that they can include it with the other documents.



Wait for the CSST Decision

Normally, it takes from 8 to 10 weeks to receive a decision from the CSST, as to whether or not they recognize your injury as a being a work-accident.



Medical Evaluation

When you are accepted for CSST, it is very possible that the EMSB and/or the CSST request that you undergo a medical evaluation, using a doctor assigned by one of them. If this is the case you must accept. In the eventuality that one of the resulting evaluations is in disagreement with your own doctor's evaluation, the CSST will request a third examination by the Medical Evaluation Bureau (BEM), who will then assign a doctor to examine you and produce a written opinion. The CSST must adhere to this final opinion. If either you or the Board is in disagreement with the decision, it is up to either one of you to contest. If you or the Board decides to contest this decision, the case will be brought before the CLP (Commission des lésions professionnelles). If you wish to be represented by your union, a CSN legal counsellor will be assigned to argue your case. Once both sides have presented their case, the CLP will come to a final decision.



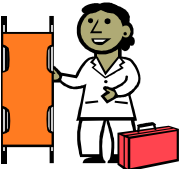
Contesting the CSST Decision

If your claim is denied by the CSST, you have only 30 days in which to contest the decision. If it is not done within the delay, you have lost your chance to contest. When you receive a letter from the CSST refusing your claim, do not contest on your own. Call your union as soon as possible to discuss the situation, and forward a copy of your letter of refusal to them. If you decide to contest the decision, the union can do it on your behalf. The union will send you a form asking for your written permission for the union to represent you, and will then send a letter of appeal to the CSST.

WHAT WILL BE COVERED BY THE CSST?



Health Services



If your claim is accepted you have the right to benefit from certain free medical services for injuries resulting from a work accident. Initially, however, you may have to pay for some of these services yourself. You will be reimbursed by the CSST once you have sent them the original bills (keep copies for yourself). Some examples of items that can be reimbursed are as follows:

- Medicine and pharmaceutical products related to your injury
- Physiotherapy and ergotherapy would be covered at 100%
- An orthopaedic appliance or external prosthesis
- Travelling expenses for medical reasons (public transportation; parking; meals; accommodation; etc.)

N.B: Some other treatments may be accepted if the CSST deems them valid, (such as referral to a psychologist due to a traumatic shock resulting from your accident), but ALL treatments must be prescribed by your doctor in order for them to be accepted by the CSST. Although the CSST initially allows for a limited number of treatments prescribed, they will then require a "motivated" request from your doctor for any further treatments.



Your Salary



Your salary will be covered at 100% while waiting for a CSST decision. If the decision is favourable, you will receive 90% of your **net** pay and will maintain all the benefits you are entitled to in our Collective Agreement, SSQ, CARRA, etc.

If the CSST **refuses** your claim, and you are still off work due to your injury and you are eligible for salary insurance, you will automatically receive EMSB salary insurance. However if you are **not** entitled to salary insurance under our collective agreement, your salary will not be paid.