



## WHAT SHOULD YOU DO IN CASE OF AN ACCIDENT AT YOUR WORKPLACE?

1. **Inform** administrator or administrator representative of your accident;
2. **Complete** with your administrator or administrator representative the accident report provided by the school secretary and forward the form to the human resources department as soon as possible;
3. **The** accident must be registered in the CSST accident registry;
4. **Once** the Human Resource department is notified, a CSST “Worker’s Claim” form will be sent for you to complete;
5. **See** your doctor;
6. **Make sure** that your doctor completes a CSST medical report;
7. **Send the CSST medical report** to the Human Resources Department;
8. **If your doctor** suggests a progressive return to work, **the school board’s approval is needed.** The Human Resources Department will contact you and will send you the written confirmation;
9. **Carefully follow all your doctor’s recommendations** concerning all necessary treatments and exams (tests). During your leave, the Board may ask you to see a doctor chosen by said employer;
10. **Inform the CSST of all changes** to your present state of Health and **also inform** the Board of the date of your return to work.