Occupational Disability - A Workplace Injury or Illness - Manger/Supervisor Responsibilities

Manager/Supervisor Responsibilities:

- Immediately, upon notification of a workplace incident resulting in a personal injury or illness, arrange for the injured or ill employee to obtain appropriate medical attention as required.
- In the event of a medical emergency, immediately call Campus Community Police at ext. 52000 or 519-840-5000 or the Local Policing Authority at 911.
- For an injury or illness that is not a medical emergency but may be serious in nature as to require healthcare, please arrange transportation to an appropriate medical facility (for example, walk-in clinic, doctor's office etc.)
- For minor injuries, seek first aid treatment from the departmental first aid trained employee(s), or
    - If your department does not have a first aid kit, or trained first aid employees, please contact Occupational Health and Wellness (OHW) at ext. 52647 or Campus Police at ext. 52000 or 519-840-5000.
- Report all work related incident, illnesses, and injuries immediately by completing the University's Illness or Injury Incident Report [1] and submitting it by fax (519) 780-1796 or upload to the OHW Secure Drive [2] within 24 hours.
- Copies of the Illness or Injury Incident Report must also be sent to the employee's bargaining group [3] and the Local Joint Health and Safety Committee (LJHSC) as applicable.
- In the event of a workplace injury or illness where medical attention was required or may potentially be required, provide the employee with an Injury Package [4] which includes: the WSIB Functional Abilities Form (FAF), a letter to the employee, and a letter to the health care practitioner.
- Advise the employee that the FAF will need to be completed by a physician or regulated healthcare practitioner and returned by fax 519-780-1796, or upload to the OHW Secure Drive [2] before their next workday.
- In accordance with the Workplace Safety and Insurance Act (WSIA), the University is required to offer injured or ill employees modified duties. Please provide your employee a written offer of modified duties, which are task specific and within their abilities. If you require assistance on this, please contact OHW by email [5], or at ext. 52647.
- If the employee seeks medical attention at any time after the initial incident, or does not come to work because of the incident, please contact OHW by email [6], or at ext. 52647 immediately.

Source URL:https://www.uoguelph.ca/hr/about-hr/occupational-health-and-wellness-ohw/occupational-disability-workplace-injury-or-illness-mangersupervisor-responsibilities

Links
[1] https://www.uoguelph.ca/hr/system/files/05.29.2025%20-%20Incident%20Report%20Form.pdf [2] https://uoguelphca-my.sharepoint.com/personal/ohw_uoguelph_ca/_layouts/15/onedrive.aspx?p=26&s=aHR0cHM6Ly91b2d1ZWxwaGNhLW15LnNoYXJlcG9pbnQuY29tLzpmOi9nL3BlcnNvbmFsL29od191b2d1ZWxwaF9jYS9FbHc4aEp0SmlYdFBxSk1TaWdOd0RYWUI4d3pVdlNRd016T3I0ZDg5ODM1dUZn&originalPath=aHR0cHM6Ly91b2d1ZWxwaGNhLW15LnNoYXJlcG9pbnQuY29tLzpmOi9nL3BlcnNvbmFsL29od191b2d1ZWxwaF9jYS9FbHc4aEp0SmlYdFBxSk1TaWdOd0RYWUI4d3pVdlNRd016T3I0ZDg5ODM1dUZnP3J0aW1lPXYxRVdKSzBwMlVn [3] https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-group-contact-information [4] https://www.uoguelph.ca/hr/about-hr/occupational-health-and-wellness-ohw/injury-package-workplace-injury-or-illness-wsib [5] mailto:ohw@uougelph.ca [6] mailto:ohw@uoguelph.ca