



**OCCUPATIONAL HEALTH AND WELLNESS  
HUMAN RESOURCES**

Dear University of Guelph Employee;

We are sorry to hear that you have sustained a workplace injury. Please, at any time during your recovery, contact Occupational Health and Wellness (OHW) with any questions. Please ensure that you do the following:

- Inform your supervisor of your injury and illness and complete an Incident report immediately (with your supervisor) and fax to OHW at (519)780-1796
- Notify your supervisor, who will communicate to OHW, if you are seeking medical attention
- Seek medical treatment through OHW or your health care practitioner
- Provide your health care practitioner with a copy of a Workplace Safety and Insurance Board (WSIB) Functional Abilities Form (FAF) **and** the attached letter
- Return the completed FAF immediately to OHW
- The Workplace Safety and Insurance Act requires that employers, workers and health care practitioners to cooperate and work together in achieving optimal recovery and early and safe return to work. The University will provide you with appropriate modified work, while you are recovering from your injury
- OHW will contact you periodically, during your recovery, to discuss ongoing needs, functional abilities, and opportunities available for you for modified work.

Thank you for your cooperation,

A handwritten signature in black ink that reads "Michael Dunstan". The signature is written in a cursive, flowing style.

Michael Dunstan B.A., CDMP  
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