



HUMAN RESOURCES

OCCUPATIONAL HEALTH AND WELLNESS

Dear University of Guelph Employee;

Regarding your recent workplace, Occupational Health and Wellness (OHW) has prepared the following checklist to use as a tool, to ensure you are able to accomplish your responsibilities in a timely manner.

- 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 or email ohw@uoguelph.ca
- Seek medical treatment as needed and inform your supervisor
- 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 to OHW **prior** to your next shift
- The Workplace Safety and Insurance Act requires that employers, workers and health care practitioners cooperate 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. Please discuss the option of modified work with your supervisor prior to leaving the workplace, and request a modified work offer in writing
- OHW and your supervisor will request that you provide updated FAFs during your recovery to understand how your abilities are improving. Your supervisor will continually offer you appropriate modified work reflecting your abilities until you have recovered.

Thank you for your cooperation,

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Occupational Health and Wellness

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