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 with any questions. Please be sure to do the following:

- Inform your supervisor of your injury and illness and complete an Incident report with your supervisor and fax to Occupational Health and Wellness 519-780-1796
- Notify your supervisor, who will communicate to Occupational Health if you are seeking medical attention
- Seek medical treatment through Occupational Health and Wellness or your health care provider
- Provide your health care provider with a copy of a WSIB Functional Abilities Form (FAF) and the attached letter to the health care practitioner
- Return the FAF to Occupational Health and Wellness as soon as completed
- The Workplace Safety and Insurance Act requires that employers, workers and health care professionals 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
- Occupational Health and Wellness 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,

Margaret Eivers, RN
Manager, Occupational Health and Wellness, HR
University of Guelph
meivers@uoguelph.ca
519-824-4120 x52133