



## What to do if you are a victim of a car accident?

(Société de l'Assurance Automobile du Québec - SAAQ)

You must:

1. Notify the Health and safety office of the Human resources department (Carmen Vizarro 514 483-7200 ex. 7292, Cindy Renaud ext. 7497 or Nora Salibian ext. 7462) and your immediate supervisor as soon as possible.
2. All medical certificates and other pertinent information must be sent to the Health and safety office as soon as possible by mail or by fax: 514-483-7487 or a proper scanned copy by e-mail to [HealthandSafety@emsb.qc.ca](mailto:HealthandSafety@emsb.qc.ca). **Please note: cell phone pictures by e-mail will not be accepted, the original document must follow promptly;**
3. The Health and safety office will confirm the admissibility of your claim and will place you on salary insurance while waiting for SAAQ to render their decision. A letter will be sent to that effect, joined with a disability medical report to be completed by your doctor. An authorization form will also have to be signed and returned by mail at the Health and safety office.
4. Collaborate with the Health and safety office to ensure a follow-up in regards to the status of your SAAQ claim;
5. Collaborate with the Health and safety office to ensure the absence follow-up and to develop an appropriate reintegration plan;
6. When you receive a decision from SAAQ, you must contact the Health and safety office to share the information;
7. Since you have to reimburse the School Board all amounts received by SAAQ, you must forward the payment notice to the Health and safety office in order to determine your income replacement benefits established by SAAQ. Your pay will be adjusted to reflect the benefits received by SAAQ;
8. When your doctor recommends a return to work (progressive or regular), this return must be approved by the Health and safety office.