



Commission scolaire English-Montréal

English Montreal School Board

What to do in the occurrence of a work accident?

The employee must:

1. Ask for assistance, first aid responder, or emergency services (911).
2. Immediately notify your supervisor or the person in charge. If it is not possible, call central alarm to report the event, **even if there is no withdrawal from work**. Central alarm: (514) 483-6666 from 6:30 am to 10:30 pm from Monday to Friday. Select option #2 outside operating hours.
3. Complete the Incident or Accidental Event Form (HS1) immediately, **regardless if there is withdrawal from work or not**. When completed, the form must be forwarded to the Health and safety office. The immediate supervisor must complete their section on the HS1 form as well.
4. Complete CNESST Workers Claim form as soon as possible. You can find the form on the CNESST website <http://www.csst.qc.ca/en/formulaires/Documents/1939Aweb.pdf> A copy of the completed form must be sent to the Health and Safety office by the employee as soon as possible.
5. Bring the Temporary Work Assignment form (HS3) to your first medical visit for completion by your attending physician. This form must be returned to the health and safety office with the Initial Attestation (medical report) and with any other pertinent documents within 2 days following the first medical consultation. To accelerate the transmission of this information, if possible, fax the documents to the Health and Safety office (fax: 514 483-7487).
6. Assure a follow-up with the Health and safety office in regards to your absence or return to work (Carmen Vizarro 514 483-7200 ext. 7292 or Nora Salibian ext. 7462) or with your immediate supervisor.
7. Should your claim be refused by CNESST, your file will be transferred to salary insurance, if applicable.
8. Please note that if your doctor recommends a return to work, you cannot send the medical report and wait for the Board to contact you. **It is your responsibility to immediately contact the Health and safety office** to make the arrangements.
9. You **must** receive the approval from the Health and Safety office before returning to work (regular duties, progressive or light duties).
10. The injured employee may complete and submit the medical expense form HS6 with original receipts, for transportation expenses applicable to the day of the event only, to the Health and Safety office of the Human Resources department at 6000 Fielding Street as soon as possible for reimbursement; For other expenses or questions please contact CNESST at 1-844-838-0808
11. Collaborate with the technician in prevention in the event's investigation and analysis.

All the forms are available at the administration office of your school or center, and at the Health and Safety office of the administrative building.