

WHAT TO DO IN THE EVENT OF AN ON THE JOB INJURY?

Know what to do if you are injured at work

1

Get
Immediate
First Aid

2

Tell your
Supervisor,
PAYROLL and
HR About Injury

3

Call MSI ASAP
at 638-0500 ext.2329

4

Fill out Accident
forms within 5 days
and return them to
MSI's Claims

All the forms are available on line

<http://www.kahnawake.com/org/sdu/msi/>

- 1) **WORKER** - Promptly notify your supervisor or management about a work-related injury or illness and obtain the necessary forms from the MSI Claimant Package. Your supervisor/manager should notify the MSI Claims Officer immediately (450) 638-0500 ext.2329, if there is no answer, leave a message on the voicemail. Should an accident/incident occur outside of the normal working hours of MSI (Monday to Friday, 8:30 a.m. – 4:00 p.m.) call the next day to notify MSI or call our emergency number (514) 239-2195 and leave a message
- 2) **EMPLOYER**
 - * All injuries must be reported even if there is no medical attention required at the time of accident/incident. If no medical attention was required please completely fill out MSI-2 "Employer's Form" and check the Non-recordable Injury box on the top right corner and submit to MSI Claims Officer by e-mail lorna.delaronde@mck.ca, or fax (450) 632-0976 to the attention of Lorna Delaronde.
- 3) The **WORKER** must bring the following forms to the hospital/CLSC: MSI-3 "Physician's Report", MSI-21 "Temporary Work Assignment Form", The MSI-3 and MSI-21 (if needed at the time) must be completely filled out by the physician. * There is normally a fee charged from the physician at the hospital/CLSC for completing the form(s), the **WORKER** is to pay the fee and obtain a receipt, which you will be reimbursed by MSI. Please advise the hospital/CLSC that all charges are to be sent to Mohawk Self Insurance, they can contact our office to get more details (450-638-0500 ext. 2329 MSI Claims Officer).

- 4) MSI-1 “Worker’s Injury Report” should be completed by the **WORKER** or by a designated person if the worker is unable due to injury. MSI-2 “Employer’s Form” should be completed by the **EMPLOYER**. MSI-18 “Accident Investigation Report” should be completed by the appointed health and safety representative in your company/organization. All completed forms are to be hand delivered to the Mohawk Self Insurance Claims Officer within (5 five) days of the accident. Failure to comply within the time limit may jeopardize or delay a claim. ***Failure to complete and sign the required forms will only delay the processing of your claim.**
- 5) Once the **WORKER** meets with the MSI Claims Officer he/she will be required to sign **MSI-5 “Claimant’s Responsibilities”** and **MSI-7 “Authorization for Disclosure of Medical Information”** forms. All original medical notes should be hand delivered to the MSI Claims Officer for your file. The MSI Claims Officer will notify your employer of any additional time off and send copies of medical notes.
- 6) The **WORKER** is responsible to inform the employer when he/she can be expected back to work. Contact your supervisor if there are any changes in the status of your recovery.
- 7) The **WORKER** is responsible to comply with all treatment as outlined by the physician and Mohawk Self Insurance.
- 8) If the claim has been approved, the **WORKER** must personally pick up his/her weekly Indemnity cheque at the Mohawk Self Insurance office every Thursday between 12:00 p.m. and 4:00 p.m. and any other day following between 8:30 a.m. to 4:00p.m. Certain exemptions for workers who are physically unable due to accident or mobility restrictions by a physician.

Mohawk Self Insurance
P.O. Box 720
1, River Road
Kahnawake Services Complex
Kahnawake, Qc
J0L 1B0

450-638-0500

514-239-2195 (emergency number)

450-632-0976

<http://www.kahnawake.com/org/sdu/msi/>