



What to do in the event of an industrial accident or occupational disease?

- 1) Promptly notify your supervisor or management about a work-related injury or illness and get 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.
** 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.*
- 2) The Claimant must bring the following forms to the hospital: **MSI-3 “Physician’s Report”**, **MSI-21 “Temporary Work Assignment Form”**, **L-1 “Hospital Letter”**. 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/clinic for completing the form(s), pay the fee and get a receipt, which you will be reimbursed by MSI. Please advise the hospital/clinic 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).*
- 3) **MSI-1 “Worker’s Injury Report”** should be completed by the claimant or by a designated person if the claimant 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 not be processed*
- 4) Once the claimant 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.
- 5) The employee is responsible to inform the employer when you can be expected back to work. Contact your supervisor if there are any changes in the status of your recovery.
- 6) The claimant is responsible to comply with all treatment being outlined by your physician and Mohawk Self Insurance.
- 7) You must personally pick up your 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 from 8:30 a.m. to 4:00p.m. Certain exemptions for claimants who are physically unable due to accident or medical restriction by a physician.