

In Both Cases

- Maintain regular doctor visits for the duration of your claim. Follow all recommended treatment programs.
- Keep in touch with your case manager. If possible, communicate in writing so that you have a record. Be aware that your case manager (at WCB and Canada Life) is taking notes of your conversation. Feel free to take your own notes.
- You may require accommodation while you are recovering. This will involve either WorkSafeBC or Canada Life, Canada Post, and the Union. A limited number of union officers are authorized to consult on accommodations, so please contact the Local office if you have any questions about your claim.
- If your claim is denied under WorkSafeBC or STDP, you can appeal these decisions.

Remember, your claim belongs to you. You must be an active participant all the way through!

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Revised March 2026

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Victoria Local 850
cupw  **sttp**

What To Do If You Are Injured Or Absent



Work-Related

WorkSafeBC

- When you are injured at work, report it to your supervisor immediately. Call an ambulance if necessary.
- Your supervisor must provide the appropriate forms (these forms may include Occupational Fitness Assessment (OFA), "6A" - Worker's Report of Injury or Occupational Disease To Employer, Modified Duties Form) If you are offered modified duties you can accept them but refuse to perform them until you speak to your physician
- Seek medical attention and tell your physician this is a work-related injury
- An Investigation must be conducted with the Health and Safety Committee (CUPW and CPC reps). This can be done by phone or in person.
- Keep records, notes, and copies of everything. DOCUMENT EVERYTHING. How you feel, your recovery, your phone conversations, etc.
- **Contact WorkSafeBC 1-888-967-5377 both the employer and employee must make contact**
- DO NOT submit medical directly to your supervisor or superintendent
- If your claim is denied by WorkSafeBC, you can appeal, **AND** apply for STDP

Not Work-Related

Short-Term Disability Plan

- For illness or non-work-related injury
- Forms for applying for STDP (Attending Physician Statement and Employee Statement) are available from either Canada Post or CUPW
- See your doctor ASAP
- Be as detailed as possible. Attach additional sheets of paper to your form if necessary.
- Fax forms to Canada Life Assurance Company (formerly Great West Life)
- Canada Life will provide CPC your restrictions and limitations, and any changes. You do not need to give any medical information to Canada Post.
- There are different waiting periods depending on whether your absence is because of an accident, injury, hospitalization, or an illness.

