



Ontario Nurses' Association - Local 100

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Tip Sheet

We are hopeful this tip sheet will help you through your recovery.

1. Keep a record of your illness or injury along with dates of appointments. It would be helpful to keep a file folder. Be prepared to know your:
 - Date of injury or illness
 - 1st day off work
2. Keep copies of all notes from your circle of care- MD, Physio, Therapist, etc.
3. The original medical note will be needed in Occupational Health. Please keep one note for your records and forward a copy to your ONA representative.
4. Appointments will be scheduled in the Occupational Health department. If you are unable to attend call Occupational Health at the appropriate site in advance to cancel.
5. Reschedule your appointment and notify the ONA office of your new appointment time.
ONA Local 100- (519)-667-0937
ONA Representatives:
UH site- Kathy Payne RN
VH site- Jill Bischof RN
6. Ongoing contact with your family physician is in your best interest.
7. Communication will be through your Occupational Health department and your ONA representative. Occupational Health will communicate with your coordinator(s).
8. EAP is available 24/7 – 1-800-265-8310. Homewood is our provider.
9. Having professional, unbiased counselling is helpful in most cases.
10. During your time off on sick leave or throughout your return to work plan with graduated hours, you may not work for another employer until you are back to full time hours and duties. Picking up extra shifts or OT hours is not acceptable. When off on sick time vacation is not allowed. Individual circumstances will be considered.
11. WSIB claims are time sensitive so please notify the ONA office and your ONA representative will be in contact.

All information in your ONA file is confidential and will not be shared with the employer.