



If you are injured while working from home

If you are injured while working from home, you must report the event using SMAAT on : cfmws.com/ohs

Accidents happening at home that would be covered under a workplace injury are activities related to your work that could happen if you were in the office during your normal working hours.

What would be examples of a work-at-home injury:

- You trip down the stairs while going downstairs to your work area.
- You burn your hand with hot coffee during your working hours.

What would not be examples of a work-at-home injury:

- You cut your finger with a knife while making lunch.
- You fall while walking during your break or lunchtime.
- You trip and fall while doing laundry.

For additional examples of accidents that must be declared in SMAAT while working from home go to FAQ link.



Seek or apply first aid immediately.

Accepting first aid or further medical treatment will ensure that the effect of the injury is minimized. Should you require transportation to a medical facility, transportation will be provided by NPF.



File an incident report through the SMAAT system.

SMAAT helps track and follow-up on incidents in order to determine the next administrative steps. If you cannot access SMAAT, ask your manager to report the incident in the system.





Notify your Manager/Supervisor if you need medical treatment related to a work injury/illness. This includes reporting work- injuries even if you are seeking medical treatment outside of working hours.

NPF must report to the Workers Compensation Board (WCB) within a few days of being notified of an injury/illness that requires medical treatment or results in lost time. An injury could deteriorate with time and require medical treatment. WCB could deny your claim if the form is not submitted in a timely manner.



Collaborate in the investigation.

Should your accident be serious, there could be an investigation by the SLER to the committee. The investigation is a valuable preventive tool. It can help identify the causes, and help minimize the risk of another similar accident/incident occurring.

Collaborate with your Manager/Supervisor, and the Local Human Resources Office to complete appropriate forms and reports.

Providing detailed information in SMAAT about the accident/illness will help to support your claim. Accurate and timely reporting ensures effective income replacement and disability management.



Work closely with your Worker's Compensation case manager and pay close attention to all instructions. Attend and keep a record of all medical appointments and treatment programs recommended by your doctor and the officials responsible for managing your claim.

WCB could end your benefits if you are not following all instructions and guidelines.



Working from home? We got you!



Notify the HR Office and Manager of any change in your condition.

NPF works with you and your Worker's Compensation case manager to develop and implement a return-to-work plan that suits your capabilities.



Advise and if possible forward all correspondence from WCB authority to your Local HR Office.

Your Local HR Office needs to be informed and receive copies of all correspondence you receive from WCB to facilitate effective income replacement and disability management.



Participate in the WCB return to work program.

Most employees who have a workplace injury/illness are able to return to suitable part-time, accommodated or alternate work while they are still recovering. Returning to daily work and life activities benefit an injured worker's recovery and reduces the chance of a long-term disability.



FAQ

Should I report even minor injuries that occur at work?

Yes, you should self-report all injuries promptly through SMAAT. Minor injuries can develop into serious conditions, and claims may be denied if the original injury has not been reported.

Where can I get more information about the compensation for federal government employees?

The Labour Program provides a booklet regarding workplace injuries:

<https://www.canada.ca/en/employment-social-development/services/health-safety/compensation/accident.html>

What should I do if I receive an invoice for transportation from the workplace to a medical care facility?

NPF is responsible to pay for the transportation from the workplace or home if this is your recognized workplace, to a medical care facility. You can either bring the invoice to your Local HR Office for payment or bring the paid invoice with the proof of payment and NPF will reimburse you.