

Health and Safety Bulletin – April 2012

To all CPAA Members:

The Short Term Disability Program (STDP) has been in effect since January 2011. When making a claim for Short Term Disability (illness or non-work related accident), there are two (2) forms that must be completed in order to initiate your claim: the Employee Statement and the Attending Physician's Statement. These forms are to be completed in full and returned to Great-West/Morneau Shepell (GW/MS) within fourteen (14) days or as soon as possible. This will ensure there is no delay in the processing of the claim for STDP benefits and will ensure your pay is not interrupted. If you are unable to return these forms within this time frame, contact GW/MS as soon as possible. Contact information for GW/MS is:

Great-West/Morneau Shepell
50 Burnhamthorpe Rd W., Suite 316
Mississauga ON L5B 3C2
Phone: 1-855-554-3148
Fax: 1-877-562-9126

If your claim is denied by GW/MS, you have seven (7) days to appeal the decision by returning the required form sent to you by GW/MS. Any additional information you may have to support your claim must be submitted within thirty (30) calendar days. If unable to supply the information within this time frame, contact your case manager for an extension.

If your first level appeal is denied, the option of a final appeal with an Independent Occupational Health Specialist (IOHS) is still available. When notified in writing that the first level of appeal is denied, you are given the option of notifying, in writing, your Case Manager of your decision to proceed to final appeal within ten (10) working days. Included in this information is a consent form to be completed by the member allowing union representation and for the release, to the union, of your medical information. We strongly urge you to provide this permission to ensure you have assistance at this stage of your appeal and to have CPAA input for the IOHS best suited for your situation. The decision of the IOHS is final and binding.

Contact your CPAA Branch representatives at any time if you require assistance.

Please refer to the information sent to you from Canada Post regarding the STDP. Further information can be obtained from *Infopost*, your Local Area Manager or your local Branch representatives.

Health and Safety Representatives

Reminders:

- Complete your monthly inspections and send copies as needed to the appropriate parties.
- Check for proper water drainage to prevent problems with mould.
- Identify any problem areas that require attention such as flooring, lighting, etc.

Your input is very important to us. If you have a suggestion or comment for future Health and Safety Bulletins, please contact:

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