



**EMPLOYERS'  
ADVOCACY COUNCIL**

**Register Early!  
Space is limited!**

Employers' Advocacy Council presents

# **A Workplace Guide to WSIB Claims Management and Return to Work**

**Attend the most practical and  
informative WSIB Claims Management  
and Return to Work workshop in Ontario!**

**Register today and learn:**

- **When and How to File a Form 7**
- **WSIB Entitlement Basics**
- **How to Develop a Claims Management Program**
- **Developing a Return to Work Program**
- **How to Offer Jobs and Prepare Return to Work Plans**



**Look inside for a workshop in your area!!**

# WSIB CLAIMS MANAGEMENT

This workshop is designed to provide participants with practical information that can be applied to their workplaces immediately. Along with group problem-solving and activities, we will discuss the following:

- **Filing the New Form 7:**  
Compliance, Data Collection and Strategies  
Incident Reporting Kit
- **Form 7 Samples and Scenarios**
- **WSIB Entitlement Basics:**  
Issues that might apply to Form 7 filing and claims management / return to work activities
- **Claims Management Process:**  
Key Elements, Resources and Structure
- **Claims Management Program Development:**  
Policy, Forms, Flowchart and Sample Letters

## RETURN TO WORK

- **Disability Theory:**  
Stages of Recovery and Rehabilitation  
Modalities
- **Duty to Accommodate:**  
What is it? What to do and what not to do?
- **Return to Work Program Development:**  
Policy, Forms, Flowchart and Sample Letters
- **Job Offers and Return to Work Plans:**  
How to make them effective and in compliance with new WSIB expectations
- **Claims Management / Return to Work Case Study**

## ABOUT THE EMPLOYERS' ADVOCACY COUNCIL (EAC):

EAC is a non-profit volunteer organization with a presence and membership throughout the province of Ontario. Our membership is primarily composed of private sector employers who employ less than one hundred (100) employees. Large employers and public sector employers are also included in our membership. Our Provincial Office is located in Kitchener, Ontario.

For 21 years, the Employers' Advocacy Council (EAC) has successfully represented the interests of Ontario employers in the ever-changing field of workplace safety and insurance and occupational health and safety. In recent years, we have been actively representing employers on committees regarding Occupational Disease, Experience Rating, WSIB Funding Strategies and many more.

We work with employers to reduce workplace injuries and their costs by providing them with the tools and knowledge required to become forerunners and mentors in the field of proactive Occupational Health and Safety, Prevention and Disability Management within the Province of Ontario.

EAC seeks to develop, promote and support a culture focused on health and safety and injury and illness prevention. Our informative networking consists of mentoring and partnering of those ideas and programs designed to reduce the economic and social impact of accidents and illnesses.

For many years, EAC has been the leader in offering practical and cost-effective educational opportunities to Ontario workplaces. We are proud to have training and education as a part of our mandate.

Information on membership in the Employers' Advocacy Council and additional education events are available by:

Phone: (519) 748-5771    Toll Free 1-888-663-4929    Web: [www.EACforEmployers.org](http://www.EACforEmployers.org)

Working with employers to reduce workplace injuries and their costs

# WORKSHOP DATES AND LOCATIONS

**Registration: 8:00 to 8:30 a.m.**  
**Workshop: 8:30 a.m. to 4:00 p.m.**

## **TORONTO**

**January 18, 2006**

Travelodge Hotel  
925 Dixon Road

## **KINGSTON**

**April 11, 2006**

Howard Johnson  
237 Ontario Street

## **ST. CATHARINES**

**May 25, 2006**

Quality Hotel  
327 Ontario Street

## **LONDON**

**January 25, 2006**

Four Points Sheraton  
1150 Wellington Road South

## **TORONTO**

**April 20, 2006**

Travelodge Hotel  
925 Dixon Road

## **KITCHENER**

**May 30, 2006**

Holiday Inn  
30 Fairway Road South

## **BRANTFORD**

**February 1, 2006**

Best Western Brant Park Inn  
19 Holiday Drive

## **NORTH BAY**

**April 25, 2006**

Best Western  
700 Lakeshore Drive

## **BARRIE**

**June 1, 2006**

Holiday Inn  
20 Fairview Road

## **ST. CATHARINES**

**February 8, 2006**

Quality Hotel  
327 Ontario Street

## **OTTAWA**

**May 2, 2006**

Chimo Hotel  
1199 Joseph Cyr Street

## **BURLINGTON**

**June 6, 2006**

Atrium Conference Centre  
5420 North Service Road

## **BURLINGTON**

**February 14, 2006**

Atrium Conference Centre  
5420 North Service Road

## **LONDON**

**May 4, 2006**

Four Points Sheraton  
1150 Wellington Road South

## **BRANTFORD**

**June 8, 2006**

Best Western Brant Park Inn  
19 Holiday Drive

## **KITCHENER**

**March 7, 2006**

Holiday Inn  
30 Fairway Road South

## **THUNDER BAY**

**May 10, 2006**

Valhalla Inn  
1 Valhalla Road

## **PETERBOROUGH**

**June 14, 2006**

Best Western Otonabee Inn  
84 Lansdowne Street East

## **MARKHAM**

**March 29, 2006**

Howard Johnson  
555 Cochrane Drive

## **OSHAWA**

**May 16, 2006**

Holiday Inn  
1011 Bloor Street East

## **SUDBURY**

**June 20, 2006**

Travelodge Hotel  
1401 Paris Street

## **WINDSOR**

**April 5, 2006**

Ciociaro Club  
3745 North Talbot Road

## **SARNIA**

**May 18, 2006**

Best Western Guildwood Inn  
1400 Venetian Blvd.

## **TORONTO**

**June 22, 2006**

Travelodge Hotel  
925 Dixon Road

# REGISTRATION FORM

PLEASE PRINT CLEARLY

Company Name

Address

City

Postal Code

Phone

Fax

Email

Name of Attendee

Name of Attendee

Please select the workshop of your choice

- |   |  |
|---|--|
| <input type="checkbox"/> <b>TORONTO</b><br>Wednesday<br>January 18, 2006        | <input type="checkbox"/> <b>LONDON</b><br>Thursday<br>May 4, 2006          |
| <input type="checkbox"/> <b>LONDON</b><br>Wednesday<br>January 25, 2006         | <input type="checkbox"/> <b>THUNDER BAY</b><br>Wednesday<br>May 10, 2006   |
| <input type="checkbox"/> <b>BRANTFORD</b><br>Wednesday<br>February 1, 2006      | <input type="checkbox"/> <b>OSHAWA</b><br>Tuesday<br>May 16, 2006          |
| <input type="checkbox"/> <b>ST. CATHARINES</b><br>Wednesday<br>February 8, 2006 | <input type="checkbox"/> <b>SARNIA</b><br>Thursday<br>May 18, 2006         |
| <input type="checkbox"/> <b>BURLINGTON</b><br>Tuesday<br>February 14, 2006      | <input type="checkbox"/> <b>ST. CATHARINES</b><br>Thursday<br>May 25, 2006 |
| <input type="checkbox"/> <b>KITCHENER</b><br>Tuesday<br>March 7, 2006           | <input type="checkbox"/> <b>KITCHENER</b><br>Tuesday<br>May 30, 2006       |
| <input type="checkbox"/> <b>MARKHAM</b><br>Wednesday<br>March 29, 2006          | <input type="checkbox"/> <b>BARRIE</b><br>Thursday<br>June 1, 2006         |
| <input type="checkbox"/> <b>WINDSOR</b><br>Wednesday<br>April 5, 2006           | <input type="checkbox"/> <b>BURLINGTON</b><br>Tuesday<br>June 6, 2006      |
| <input type="checkbox"/> <b>KINGSTON</b><br>Tuesday<br>April 11, 2006           | <input type="checkbox"/> <b>BRANTFORD</b><br>Thursday<br>June 8, 2006      |
| <input type="checkbox"/> <b>TORONTO</b><br>Thursday<br>April 20, 2006           | <input type="checkbox"/> <b>PETERBOROUGH</b><br>Wednesday<br>June 14, 2006 |
| <input type="checkbox"/> <b>NORTH BAY</b><br>Tuesday<br>April 25, 2006          | <input type="checkbox"/> <b>SUDBURY</b><br>Tuesday<br>June 20, 2006        |
| <input type="checkbox"/> <b>OTTAWA</b><br>Tuesday<br>May 2, 2006                | <input type="checkbox"/> <b>TORONTO</b><br>Thursday<br>June 22, 2006       |

## WORKSHOP FEES

### WSIB Claims Management and Return to Work Workshop

**\$250.00 + \$17.50 GST = \$267.50 per participant**

(includes workshop, continental breakfast, refreshments, lunch and handout materials)

#### PAYMENT METHOD:

- Cheque     Visa     Mastercard     American Express

I hereby authorize EAC to charge this credit card in the amount of \$ \_\_\_\_\_ for the selected workshop.

Card#: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Please forward registration and payment to:

EMPLOYERS' ADVOCACY COUNCIL  
5 Alden Court  
St. Catharines, Ontario L2T 3X2

Phone: (905) 680-2511    Fax: (905) 680-5032    Email: [elaine@EACforEmployers.org](mailto:elaine@EACforEmployers.org)

Registrations will be confirmed by fax or email before the workshop; if you do not receive a confirmation please contact (905) 680-2511.

**Cancellation Policy:** Full refunds will be given for cancellations received in our office by mail/ fax/ email seven (7) business days prior to the workshop, subject to an administration fee of \$53.50 (\$50.00 + GST). Refunds cannot be given after this date but delegate substitution is permitted.

If you register less than one week before a workshop, the cancellation policy applies. This form is your invoice and GST record. GST# 108075482.