
Promoting Injured Worker Advocacy Committees



A SAMPLE GUIDE

The goal of this book....

Our goal is to help Injured Worker Advocates across Ontario build regional networks of support to share knowledge and resources to assist you in ensuring your members get the best possible representation with WSIB claims and support in return to work.

This book provides all the advice and tools you need to get a regional network started and to keep it thriving.

Table of contents

Sample presentation to CUPE Council.....	4
Sample meeting notification.....	5
Rules of communications.....	5
Script for reaching out to locals.....	6
Tips for increasing engagement.....	7
Sample funding request letter.....	8
Sample promo for guest speakers.....	9
Sample activity update.....	10
Sample Terms of Reference.....	11

**Use your area Cupe Council
to get the word out to other
locals in your region.**

Sample presentation to CUPE Council

Thank you for allowing us to speak to you tonight about <insert name of community>'s new Injured Worker Advocate Network. Through training by CUPE Ontario, we are now building a network of locally based injured worker advocates to support their work helping injured workers through the WSIB process.

We will be establishing regular monthly meetings for Injured Worker Advocates from all CUPE locals in the area so we can come together, share best practises, help each other with difficult cases, mentor new activists and learn from specialized guest speakers.

We are reaching out to you because we need help getting the word out to the members in your locals who are providing this kind of support to injured workers.

The date of our first meeting is (date) from (time) to (time) at the (location). We have brought some flyers promoting the meeting that we are hoping you will take back and post on your union bulletin boards. Our contact information is also on the flyer so if anyone has any questions they can reach out.

We will also be sending out emails to local presidents shortly with an invitation that we hope will be shared with your members who might be interested. If locals don't currently have an injured worker advocate this is also a really great way to engage new members in this really important work.

Thank you so much for your time. Do you have any questions?

Sample meeting notification

ATTENTION INJURED WORKER ADVOCATES

Come join our first regional networking meeting for Injured Worker Advocats in CUPE.

Helping injured members through the WSIB process is so important.

We're building a network that will support and mentor fellow WSIB activists in proper and fair representation for all injured workers.

DATE:

TIME:

LOCATION:

Snacks and beverages will be served.

Please RSVP by (date) Email or phone (name & contact info)

Communications should answer these 5 questions:

Who?

What?

When?

Where?

Why?

Reach out again with a

FOLLOW UP PHONE CALL

Sample phone script

Call the local President or Recording Secretary.

Hi, this is _____. I'm the Injured Workers Advocate at CUPE (*insert local #*) I'm calling to follow up on an event that I'm helping to organize for all CUPE members in our area who work on WSIB claims, helping injured workers through the claims process.

We sent out a flyer last week to promote the event. I just want to make sure you got it.

If yes: Were you able to share it with the member(s) in your local who provide that help?

If no or not sure: If I resend it, could you share it with the right people in your local? (confirm you have the right email address)

If yes: Thank you. We really appreciate you sharing it. Do you know if they will be attending? We would really appreciate any help you can provide to make sure they come. Our goal is to provide support for injured worker advocates in our area and share best practices to help improve our success in dealing with WSIB applications for our members.

If no or we don't have anyone: Dealing with the WSIB can be very difficult. It is particularly hard if you are sick or injured and don't have anyone to help you through the process.

We're trying to provide support for injured worker advocates in our area and share best practices to help improve our success in dealing with WSIB applications for our members. If you have anyone who is interested in taking on more leadership in this area, please encourage them to come. Don't hesitate to reach out if things change. Thanks so much for your time.

KEEP THE MOMENTUM GOING!

- **PROMOTE Your Group**
- **Keep interested Advocates updated**
- **Use Email & Social Media**
- **Be consistent and follow through**
- **Keep everyone informed:**
 - Meeting dates (eg. 3rd Monday of the month)
 - Times
 - Locations

CONTINUE TO BUILD A NETWORK

Connect with:

- National Servicing Reps
- District Councils
- CUPE Locals

Communicate using:

- Direct phone calls to local leaders
- Follow-up emails
- Face-to-face meetings
- Request to speak at other Local meetings
- Posters at workstations
- Word of mouth flyers
- Email Blasts through CUPE Ontario
- Social media
- CUPE Ontario website: cupe.on.ca



Build on your success
**INCREASE YOUR
RESOURCES**

Sample funding request

To all <insert community name> Area Locals:

The <insert community name> Area Injured Workers Advocacy Committee (IWAC) has been operating for over a year now. We are proud of the work we have done so far mentoring and building the skills of the Injured Worker Advocates in many of our locals.

Our committee was put together with the support of CUPE to more effectively address the needs of WSIB activists and injured worker. We meet the third Monday of every month and have already had valuable guest speakers on related topics.

The committee has been a great forum for strategies on claims and advice on approaches to various claims/appeals that have been successful. The experiences of the different units and locals have had in dealing with WSIB has been eye opening and very helpful in addressing present issues.

At this time, we are seeking some financial support from area Locals to assist with the expenses for meetings, materials and being able to bring in key speakers. We are also hoping to provide local educations on WSIB matters and Injured Worker issues here in the area.

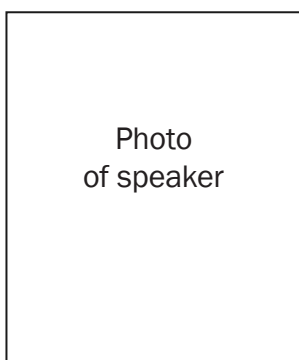
Any amount that your Local could contribute to YOUR area's Injured Workers Advocacy Committee (IWAC) would be appreciated.

Thank you,

(Name of committee chair)

Sample promotion for guest speakers

Your Injured Worker Advocate Network is please to presents...



Jane Smith

**Workplace stress and the importance
of Mental Health First Aid**

Join us for our next meeting to hear from one of our province's leading mental health experts on what we can do to better address mental health issues in our workplaces.

DATE:

TIME:

LOCATION:

Snacks and beverages will be served.

Please RSVP by (date) Email or phone (name & contact info)



Send out a summary to members by email

Sample committee update summary

Since starting our advocacy group in September 2017, we have been meeting on the third Monday of every month at the office of CUPE2017. Our committee now has a bank account, managed through our CUPE District Council, allowing us to focus on the real issues of skill building and networking.

Our meetings have provided support and guidance to local advocates and through them we have improved support for injured workers. We have been mentoring new advocates, as well as, continuing to inspire those with more experience.

We have brought in a guest speaker on the importance of Mental Health First Aid.

Most of our work has focused on navigating the complicated process of WSIB claims -- getting it right the first time, improving the chances of approval. At the end of each meeting we discuss either a claim file, appeal or any concerns members have brought to the table. Member confidentiality is always maintained.

The committee is working on a final draft of a pamphlet: “What do I do if I am injured”, that is based on one created by another area committee.

Below is some of the feedback we have received about the work of the committee so far:

“Looking forward to another year... collective knowledge is the key to helping our members.”

“Listening to all the different CUPE locals, I’m learning how other members approach and deal with cases and winning.”

“What impressed me was the support and assistance with claims and forms.”

“The benefits... excellent people, similar issues, great conversations and the bantering of ideas on difficult situations.”

Moving forward our goals are to increase outreach to area locals and expand the groups membership. We are in the process of developing our communications strategy to make sure we are even more successful.

TERMS OF REFERENCE

(Keep it Simple)

NAME CUPE <insert area> Injured Workers Advocacy Committee

MEMBERS / COMPOSITION

CHAIR

- Oversee any meetings and get togethers
- Prepare and distribute agenda
- To be elected in even years for no more than two successive terms
- Ensure a semblance of order is maintained

SECRETARY

- Record, maintain and distribute minutes of all meetings
- Maintain up-to-date members list
- Manage and compose all correspondence
- To be elected in odd years for no more than two successive terms

MEMBERS

- Member in good standing with their CUPE Local
- Injured worker advocates / representatives
- WSIB advisors or representatives

PURPOSE

- To build a network among injured worker advocates
- Share knowledge and resources to assist injured worker advocates in ensuring their local's membership obtain the best possible representation in both occupational and non-occupational injuries and the injured worker's subsequent return to work

