

Joint Health and Safety Committee certification training reimbursement request form

To qualify for base wage and vacation time reimbursement the following must occur:

- The person must be a **designated certified member representing workers on a Joint Health and Safety Committee on a construction project**
- **Note:** The construction project must last 3 or more months and employ 50 or more workers
- The person must have successfully completed Part 1 and Part 2 of the training and have a certification number

The following information must be provided:

- A letter from the person's union stating that the person has been selected as a **designated certified member representing workers**; and/or
- A letter from the employer or general contractor stating that the person was selected as the **designated worker representative and is the designated certified member representing workers on a construction project**

Company or Union contact name		Company or Union contact telephone	
Address (number, street, apt., suite, unit)	City/Town	Province	Postal code
Contact email	Designated certified member's name	Certification ID number/provider	
Part 1 training dates/hours (3 days/19.5 hours)			
Part 2 training dates/hours (3 days/19.5 hours)			
Project name		Project number	
Project address (number, street, apt., suite, unit)	City/Town	Province	Postal code
Size (number of people employed) (50 or more)	Project start date (dd/mm/yy)	Project end date (dd/mm/yy)	
Cheque payable to			

Invoice requirements

- An invoice must be on company or union letter head outlining the **hourly rate** (rate set at the time of taking the training), from either the employer or union and the total reimbursement amount requested
- The maximum reimbursement for Part 1 and Part 2 is for 6 days, at the set base hourly rate and 4% vacation effective when the training was taken. A breakdown of the wages may be requested.

Submit this form and all documentation by email to Health_and_Safety@wsib.on.ca or by mail to:

Workplace Health and Safety Services
Workplace Safety and Insurance Board
200 Front St West, 10th floor - WHSS Program Administrator
Toronto, ON M5V 3J1

For further information please contact:

Health_and_Safety@wsib.on.ca

Contact accessibility@wsib.on.ca if you require this communication in an alternative format.