

# What to do if an injury or illness happens at work

# 1

## If you are injured or become ill at work

You have six months from the date of injury or the date of diagnosis to claim benefits by reporting your injury or illness to the WSIB.

You should report your workplace injury or illness even if:

- your supervisor or manager tells you not to report it, or that you will lose your job if you report it
- your employer tells you that your injury or illness is not covered by the WSIB
- your employer tells you to use sick days to recover from a workplace injury or illness, rather than report it

# 2

## Businesses

You must report a workplace injury or illness to the WSIB within three business days of learning about it.

You're responsible for reporting an injury or illness of anyone you employ in your business, including family, seasonal or temporary employees, certain domestic employees, people doing construction work, students, apprentices and training participants.

If you're not sure whether the injury or illness is work related, you must report it. We make the decision whether or not an injury or illness is work related.

It's against the law to discourage reporting a workplace injury or illness.

# 3

# 4



Scan the QR code or visit [wsib.ca/reporting](https://wsib.ca/reporting) to report a workplace injury or illness.

# Follow these steps if an injury or illness happens at work:

Step	If you are injured or become ill at work	Businesses
<p><b>1</b> Get medical help</p>	<p>Get first aid right away. See a health professional or go to a hospital if you need further treatment. Your employer pays for transportation on the day of the injury.</p>	<p>Provide first aid and keep accurate records of the treatment provided. If your employee needs health care treatment, you must either transport them to the health professional or pay the cost of their transportation on the day of the injury.</p>
<p><b>2</b> Document</p>	<p>Tell your employer about your injury or illness and any medical treatment you received as soon as possible. Provide as much detail as possible.</p>	<p>When an employee experiences a work-related injury or illness, get details about the injury or illness and its cause as reported by the employee. Document this information, along with your first aid record.</p>
<p><b>3</b> Report to the WSIB</p>	<p>You can scan the QR code or visit <a href="https://www.wsib.ca/reporting">wsib.ca/reporting</a> to submit a Worker's Report of Injury/Disease (Form 6) if:</p> <ul style="list-style-type: none"> <li>• you need treatment from a health professional, or</li> <li>• you're unable to go to work, or</li> <li>• you're being paid less or receiving fewer hours of work, or</li> <li>• you require modified work at regular pay for more than seven calendar days</li> </ul> <p>Your employer must report your injury or illness within three business days and give you a copy of their report.</p>	<p>You can scan the QR code or visit <a href="https://www.wsib.ca/reporting">wsib.ca/reporting</a> to submit an Employer's Report of Injury/Disease (Form 7). You must submit a report within three business days of learning of an injury or illness at work if your employee:</p> <ul style="list-style-type: none"> <li>• needs treatment from a health professional, or</li> <li>• is absent from work, or</li> <li>• earns less than regular pay, or</li> <li>• requires modified work at regular pay for more than seven calendar days</li> </ul> <p>You must provide a copy of the injury or illness report to your employee. You must pay your employee for a full day's wage on the day of the incident.</p>
<p><b>4</b> Work together</p>	<p>Stay in touch. We'll work with you and your employer to help you recover and return to work safely, at the right time.</p>	<p>Stay in touch. We'll work with you and your employer to help them recover and return to work safely, at the right time.</p>

If first aid is the only treatment received, you do not need to report to the WSIB.

**Not sure? Contact us.**

## Reporting fraud and abuse of the system

If you suspect someone has committed an offence or is abusing the workplace safety and insurance system, including trying to stop a WSIB claim, please report it confidentially at [wsib.ca/reportfraud](https://wsib.ca/reportfraud) or by calling us at 1-888-745-3237.

## Questions?

Sign up for our online services by visiting [wsib.ca/online-services](https://wsib.ca/online-services) to send us a message anytime, anywhere.

You can also call us at 1-800-387-0750 or dial 711 from your TTY device.