

ALWAYS REPORT

INJURED AT WORK?

A Guide to Reporting for Injured Workers and Employers



EMPLOYER | WHAT IF AN EMPLOYER DOES NOT REPORT A WORKPLACE INJURY OR ILLNESS?

Employers may be subject to a penalty for not reporting, reporting late, not giving all the details requested, or discouraging a worker from reporting an injury or illness. The WSIB can lay charges and prosecute employers that do not report workplace accidents, or discourage workers from reporting injuries or illnesses. Individuals and corporations may be subject to court-imposed fines.

WORKER | WHAT IF I FIND MYSELF IN ONE OF THESE SITUATIONS?

- My employer tells me not to report my injury or illness to the WSIB.
- My employer tells me that I will lose my job if I report my injury or illness to the WSIB.
- My employer says my injury or illness is not covered by the WSIB.
- My employer tells me that I must use my sick days, while I'm away from work, rather than report my injury or illness.

If you find yourself in one of these situations, you should still report your injury or illness. The WSIB will decide if the injury or illness is considered work-related and should be covered.



CONFIDENTIAL ACTION LINE

If you suspect that someone has committed an offence or is abusing the workplace safety and insurance system, including trying to stop a WSIB claim, please report it to our confidential Action Line at 1-888-745-3237, email sileads@wsib.on.ca or go to the WSIB website to anonymously report a potential wrongdoing.

ABOUT THE WSIB

The Workplace Safety and Insurance Board (WSIB) is an independent trust agency that administers compensation and no-fault insurance for Ontario workplaces. We are committed to delivering what matters to the workers and employers of Ontario: fast, accessible service and fair benefits at a fair price. The WSIB provides wage-loss benefits, medical coverage and help getting back to work – the best possible outcome following an injury or illness on the job.

For more information on reporting a workplace injury or illness, please go to www.wsib.on.ca.

CONTACT

Phone: 1-800-387-0750 or 416-344-1000
(TTY:1-800-387-0050)
7:30 am to 5:00 pm EST,
Monday to Friday

Mail: Workplace Safety and Insurance Board
200 Front Street West
Toronto, ON M5V 3J1

Fax: Local 416-344-4684
Toll-free 1-888-313-7373

1

GET MEDICAL ATTENTION



WORKER: Get first aid immediately. If more serious treatment is required, go to a doctor or hospital. Your employer is responsible for providing transport to receive medical treatment.

EMPLOYER: Provide first aid. If more serious treatment is required, transport the worker to the appropriate medical facility. You must pay the costs for transporting the worker.

REMEMBER: If first aid is the only treatment the worker received, you do not need to report to the WSIB. If you are not sure if you must report, you can call the phone number in the Contact section.

2

INVESTIGATE & DOCUMENT



WORKER: Your employer needs to know about your injury or illness to fulfill their responsibilities under the *Workplace Safety and Insurance Act*. They must investigate and document the incident.

EMPLOYER: You must investigate and keep a detailed record of what happened and the steps you took to correct the problem.

3

REPORT TO THE WSIB



WORKER: Complete and submit Form 6 - Worker's Report of Injury or Disease.

REMEMBER: You can fill out the form on the WSIB website, submit it via mail or fax, or speak to a representative at 1-800-387-0750 (TTY: 1-800-387-0050).

EMPLOYER: Report the injury or illness to the WSIB by submitting Form 7 within 3 days after learning of your worker's injury or illness (as required by the *Workplace Safety and Insurance Act*).

- You must report a workplace injury or illness to the WSIB if a worker needs more than first aid and/or is absent from work, earns less than regular pay, and/or requires modified work at regular pay for more than seven calendar days.
- You must pay your worker a full day's wages on the day of the incident. If the worker has lost wages and the claim is allowed, WSIB loss of earnings benefits start the working day after the accident occurs.

4

STAY PART OF THE TEAM



WORKER & EMPLOYER: It's important that you stay in touch with each other and the WSIB. This way we can ensure that all injured or ill workers have the information and support they need to safely get back to what matters.