

|                                      |   |                            |
|--------------------------------------|---|----------------------------|
| <b>SECTION:</b> Human Resources      |   | <b>GUIDELINE #:</b> HR-015 |
| <b>Date Approved:</b>                | <b>WSIB – Reporting a Workplace Injury (Employee)</b> |                            |
| <b>Revision Date:</b>                | <b>Review Date:</b> February 25, 2016                 |                            |
| <b>Authority:</b> Corporate Services |   |                            |

## **WSIB – Reporting a Workplace Injury**

---

A worker who is injured at work or becomes sick because of his/her job should:

- Get first aid immediately, or health care if needed
- Tell your employer about the accident or illness as soon as possible

### **When can I make a claim for WSIB benefits?**

As a worker, you can claim benefits for a work-related accident or illness if you have:

- received health care, and/or
- lost time or wages from work beyond the day of accident/illness, or
- continued to work but on partial hours only

If you had to do different work due to the accident/ illness for **more than seven days** and did not see a health professional, you can also make a claim.

### **When notice is not required**

Employers are **not** required to report a work-related accident if the worker;

- receives only first aid
- receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident
- does not receive first aid, but requires modified work at regular pay for seven calendar days or less, following the date of accident.
- 

### **How do I file a claim for benefits?**

To file a claim for benefits you must:

#### **1. Report your injury or illness to the WSIB**

You should complete, sign and return **Form 6** (pdf) as soon as possible following a work related injury/awareness of illness. The **Form 6 Reference Guide for Workers** (pdf) will give you more information on filling out this form. It's best to complete this form soon after the accident or awareness of illness, while all the details are still fresh in your memory.

There is a deadline. A claim must be filed within **six months** of an accident or, in the case of an occupational disease, within **six months** of a worker learning of the disease. The claim may be filed after six months, if the worker can show "exceptional circumstances" existed at the time of the deadline. For further information, call the WSIB at 1-800-387-0750.

#### **2. Consent to release of your functional abilities information to your employer**

Your functional abilities information is non-medical information from the health care professional treating you. It tells you and your employer what kinds of work activities your illness or injury permits. Without this consent, you cannot claim benefits.