

<b>SECTION:</b> Human Resources		<b>GUIDELINE #:</b> HR-016
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## **WSIB – Injury Reporting Requirements**

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### **What should I do immediately when a worker is ill or injured?**

**1. Provide first aid**

Provide first aid according to standard first aid practices, and make an accurate record of the incident and first aid given.

**2. Arrange transport to medical treatment (as necessary) and pay for it**

If more serious treatment than first aid is required, transport the worker to the appropriate medical facility. You may need to assign someone to accompany the worker, or call an ambulance.

**3. Pay your worker a full day's wages**

You must pay your worker a full day's wages on the day of the incident. WSIB loss of earnings (LOE) benefits start the working day *after* the incident occurs.

**4. Investigate the incident**

Identify the cause of the accident or illness and keep a record of steps taken to correct the problem.

### **Critical incidents**

A workplace fatality or other critical incident requires additional actions.

You must:

- Contact the police and ambulance services immediately.
- Immediately contact by telephone, telegram or fax, the local office of the Ministry of Labour and the employee's union (if applicable). Within 48 hours, you must also notify, in writing, the Ministry of Labour, giving the circumstances of the incident.
- Contact your account representative, or call the Occupational Disease and Survivor Benefits Program at 416-344-1000 or 1-800-387-0750. The WSIB can provide a Crisis Intervention Counsellor to help you and your employees deal with the incident.

### **Should I report to the WSIB?**

You **must** report the incident to the WSIB within 3 days if your worker:

- Loses time from work or
- Earns less than a regular day's pay or
- Gets **health care** treatment.

Some examples of covered health care costs are doctors' visits, prescriptions, care in hospitals and other health facilities, physiotherapy, chiropractors' visits, eye glasses and prostheses.

Complete **Form 7** and forward to Corporate Services for processing.

The **Form 7 Reference Guide** contains more information on completing Form 7.

You don't need to report the incident if the worker:

- Only needs **first aid**
- Needs nothing beyond first aid

Some examples of first aid are:

- Cleaning minor cuts, scrapes or scratches
- Treating a minor burn
- Applying bandages, a cold compress or ice bag
- Putting on a splint at the workplace
- Changing a bandage during a follow-up check up that doesn't result in further treatment.

A worker qualified to handle a workplace first aid station can give first aid.

When a company doctor or nurse gives only first aid, it is not considered health care, since it did not require their professional skills.

You can wait on reporting the incident for up to 7 calendar days **only** if your worker:

Receives **modified work** at full pay

Modified work is any change in a regular job while a worker recovers from an injury or illness.

Examples of modified work are:

- reduced hours
- different duties
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An injured worker can do up to 7 calendar days of modified work at full pay, without the employer reporting the injury to the WSIB, as long as the worker does not need more than first aid. The employer **must** report workplace injuries or illnesses that go past the 7 calendar days of modified work.

You must keep a record of the incident and what happens during the time your worker recovers. You **must** report workplace injuries or illnesses that go past the 7 calendar days of modified work.