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A WORKER'S GUIDE TO REPORTING A WORPLACE INJURY/ILLNESS

**REPORT YOUR INJURY/ILLNESS
IMMEDIATELY**

Do not hesitate in reporting a work-related injury or illness



WORKERS OBLIGATIONS

A claim **must** be filed IMMEDIATELY upon sustaining the injury/illness.

You **must** contact your employer as soon as possible after sustaining your injury/illness and report the incident.

You **must** seek immediate medical attention.

The Workplace Safety and Insurance Board (WSIB) requires employees to maintain contact with their employer through out your recovery and return to work.

You **must** provide both your employer and WSIB with the WSIB Form 8 Health Professional's Report. The employer only gets page 2 of this form. WSIB gets both page 1 & 2 of this form. This is sent out to the WSIB by the Health Professional.

Canada Post up on reporting your injury/illness will give you a Modified Duties Offer and a WSIB Functional Abilities Form (FAF).

You **must** have your Health Professional (either doctor or physiotherapist) complete the FAF and provide a copy to your employer. Your Health Professional will provide the WSIB with a copy of the FAF.

You **must** co-operate in an early and safe return to work. This includes modified duties. **Even if your Health Professional tells you to stay home and rest, you must report to modified duties.** The only exceptions are concussions, cast due to broken leg/ankle/foot, temporary loss of sight, or coma.

Any **material** change in circumstance **must** be reported to the Board/Case Manager within ten (10) days.

- Remember to utilize the **First Aid Book** in your work location.

Should you feel that you have sustained a work-related injury/illness (IOD) that does not require immediate medical attention, it will be in your **best** interest to document/report your injury/illness to your supervisor for First Aid intervention and entry. This may assist you with your present and future WSIB claims.

WORKPLACE SAFETY & INSURANCE BOARD FORMS

HEALTH PROFESSIONAL' REPORT (FORM # 8)

Inform your employer that you are seeking medical attention for your work-related injury/illness. Tell your Health Professional that this is work-related. It is important to report all areas of injury. Do not report just the area that hurts. Think of the body parts that are affected by your injury/illness. Medical attention should be immediate after reporting your injury/illness to your employer. The WSIB Form # 8 is provided to WSIB and **only** page 2 to the employer.

EMPLOYER'S REPORT OF INJURY/DISEASE (FORM # 7)

Once you report your injury/illness to your employer, your supervisor/superintendent is obligated to complete the WSIB Form 7. Make sure you exercise your right to Union representation while reporting your injury/illness to the employer, this could be a shop steward, LJHS member or witness. By law the employer **must** provide you a copy of the WSIB Form 7 within 72 hours (3 days). Notify the employer of the area of injury. Remember to include all body parts affected by your injury. Take pictures for your own record.

WORKER'S REPORT OF INJURY/DISEASE (FORM # 6)

The WSIB Form 6 is the worker's report. This is where you get to tell your side of events. Remember to report all areas of injury. Be clear and precise. Give as much details as you possibly can. Remember to include any witnesses. There are three (3) ways to complete the WSIB Form 6. You can complete it online at www.wsib.ca or call it in at 416-344-1000 or by completing the physical form sheet provided by the WSIB, employer or Union. It is important to get names of any witnesses. **Important**, keep copies of all documentations received or completed!

FUNCTIONAL ABILITIES FORM (FAF)

The FAF is provided by the employer. It is a requirement under the WSIB to have this form completed by physiotherapist. If you do not have a physiotherapist, then you can have a Health Professional complete the form. Copies of this form go to both WSIB and the employer. It is the worker's obligation to provide the employer with a copy of the FAF. FAF can be requested weekly or bi-weekly. This is up to the employer.

EMPLOYMENT & SOCIAL DEVELOPMENT CANADA (ESDC)

As federal employees, all work-related injury/illness must be reported to ESDC (Labour Canada) by the employer. ESDC records and adjudicates the potential for Third Party Liability. If Third Party Liability is warranted, then ESDC will send an **Election To Claim Form** to the employee for competition. Employees **must** complete the questionnaire and choose Option 1 – to claim WSIB benefits or Option 2 – hire your own lawyer. **Only** ESDC can release the WSIB Form 7 Employers Report of Injury/Disease to WSIB. There is a time limit given to this form. Contact the Local for assistance if you require it.

IMPORTANT

It is important to remember that you are just as responsible for your WSIB claim as the employer. You **must** follow the recommended treatment program, complete the required forms and take charge of your claim. You have rights and the employer cannot force you to work above your abilities/restrictions. Taking micro breaks is allowed and fatigue is expected. Pain is subjective. You will feel pain when you return to work, this is your body's reminder to work at a slower pace. Give yourself the time needed to recover.

Work safely! Stand your ground! Report Health and Safety Concerns! Refuse unsafe work/working conditions!