

What to do if an injury or illness happens at work

1

EMPLOYEE:

If you are injured or become ill at work

You have six months from the date of injury, or in the case of an illness six months from 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

COMPANY:

Businesses

You must report a workplace injury within three days of learning about your employee's workplace injury or illness.

You are 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 are not sure whether the injury or illness is work-related, you should still report it to us. We make the decision whether or not an injury or illness is work-related.

It is against the law to discourage reporting of a workplace injury or illness.

3

4

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

Step	If you are injured or become ill at work	Businesses (COMPANY)
1. Get medical help	Get first aid right away. If you need further treatment, go to a doctor or hospital.	Provide first aid. If further treatment is needed, you must transport your employee or pay for the cost of your employee's transportation to the hospital or doctor on the day of injury.
2. Document	Tell your employer about your injury or illness and any medical treatment you received right away.	You must investigate and keep a detailed record of what happened and the steps you take to correct the issue.
3. Report to the WSIB	Report your injury or illness if: <ul style="list-style-type: none">• you need treatment from a doctor or hospital (beyond first aid), or• you aren't able to go to work, or• you are being paid less or receiving fewer hours of work. You can report to the WSIB by submitting a Worker's Report of Injury/Illness (Form 6).	Submit an Employer's Report of Injury/Illness (Form 7) within three days of learning of an injury or illness at work if your employee: <ul style="list-style-type: none">• needs more than first aid, or• is absent from work, or• earns less than regular pay, or• requires modified work at regular pay for more than seven calendar days. You must provide a copy of the injury or illness report to your employee. You must pay your employee for a full day's wages on the day of the incident. If allowed, WSIB benefits start the working day after the injury or illness happens.
4. Work together	Stay in touch. We will work with you and your employer to help you recover and return to work safely and at the right time.	Stay in touch. We will work with you and your employee to help them recover and return to work safely and at the right time.

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 by phone at 1-888-745-3237 or on our website at wsib.ca/reportfraud.

About us

We're here to help. When an injury or illness happens on the job, we provide wage-loss benefits, medical coverage and support to help people get back to work. We are one of the largest insurance organizations in North America, covering over five million people in more than 300,000 workplaces across Ontario.

wsib.ca/reporting

Phone: 416-344-1000

Toll free phone: 1-800-387-0750

TTY: 1-800-387-0050

Head office: 200 Front Street West, Toronto, ON M5V 3J1