

WHAT TO DO IF YOU ARE INJURED IN THE WORKPLACE OR WHILE PERFORMING JOB DUTIES



Accident / Incident Occurs



Step 1: Immediately, or as soon as possible report the accident /incident to your supervisor (Principal) and obtain an “Injured Worker’s Package”. You must complete an “Incident / First Aid Report” and submit it to your immediate supervisor, keeping a copy for your own records.



Step 2: Seek medical attention as soon as possible, even if it means attending a walk-in clinic or an Emergency Department at the local hospital. (A delay in seeking medical attention can be a reason for denial of WSIB). The medical practitioner will complete a WSIB Form 8. You should receive a copy of Page 2 which you should pass on to your supervisor as soon as possible to review any modified duties. The medical practitioner will send Pages 1 and 2 to WSIB for you.



Step 3: Complete WSIB Form 6 (Worker’s Report of Injury/Disease), with the assistance of a colleague or union rep. The supervisor should not assist in completing this form. Provide a copy to the employer in a timely manner. This form can be filed electronically. Follow the links from www.wsib.on.ca. Click on the Workers tab and then the Claims tab on the left-hand side when the dropdown menu appears. Click on the link “How to report an injury or illness” to see an overview of the process with links to forms.



Step 4: Ensure that the employer completes WSIB Form 7 (Employer’s Report of Injury/Disease) and gives you a copy.

After submitting your claim, keep a journal of medical appointments and symptoms relating to the injury.

Any questions, please contact Jeffrey Barber, District 28 President at 613-585-2899 or email osstf28@gmail.com

Ontario Secondary School Teachers’ Federation — District 28

Early Childhood Educators, Office Managers, Secondary Occasional Teachers and Teachers

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