

Upper Grand ETFO
When a Workplace Accident Occurs
Filing a WSIB Claim

- Report the incident to the school principal (or designate) immediately.
- Seek medical attention if necessary
- Make sure Employee Incident/Accident Report Form 4301 is completed and sent to Health and Safety.
- Obtain copy of this report for your records.
- Ensure that the Board is notified if you seek medical attention.
- WSIB Form 7 is to be completed by the School Board administration and submitted to the WSIB within 72 hours. The Form 7 is the official accident report and initiates the start of a claim. An injured worker receives a copy of the completed form 7.
- When seeking medical attention for a workplace injury, the treating physician is obligated to complete and submit a Form 8 to the WSIB. The form 8 also triggers the start of a claim.
- You will need medical documentation to support a WSIB claim. This includes a specialist's opinion on the ability to return to work or do modified work. It is up to the Injured worker to provide medical documentation supporting the claim.
- Were there any witnesses to the injury/accident? If yes, keep names and contact information in case these are needed later.
- The Board will provide a FA Evaluation form to your treating physician for completion when necessary.
- Keep in touch with school board administration responsible for WSIB claims regarding updates and progress reports.
- If necessary, an injured worker may complete WSIB Form 6 which is sent to you by WSIB. This is the injured worker's account of the accident. A Form 6 must be completed and returned when claim is a lost time or the claim may not be paid.

Remember:

- WSIB must approve entitlement to loss of earnings benefits and health care benefits. A claim is not automatically approved just because an injury/accident occurred in the workplace.
- The mandate of the WSIB is to return the injured worker to work as soon as it is possible to do so safely. An injured worker does not need to be fully recovered in order to return to safe and/or modified work.