

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

Accident/Incident occurs



**Step 1:** Go to the Forms Conference in First Class and open **Forms HR-03 and HR-04**. Complete **Form HR-04** 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. The attending physician will complete a **WSIB Form 8**. You should receive a copy of Page 2. The attending physician 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. This form can be filed electronically. Follow the links from [www.wsib.on.ca](http://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.

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Do you have questions? Call us at 705-692-3923 or email us at

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