



## WHAT TO DO IF YOU ARE INJURED IN THE WORKPLACE

Schools are not as dangerous as some workplaces, but there are times when we may be injured on the job. You slip on the ice in the school parking lot. You trip and fall over an unsecured extension cord. Then what? As I learned at a recent conference sponsored by OSSTF's Health & Safety/Workplace Safety Insurance Act Committee (HS/WSIAC), there is a four-step process we should follow to report the incident and support any subsequent Workers Safety Insurance Board (WSIB) claims.

---

**Step 1:** The Rainbow District School Board has two forms relating to the reporting of accidents. They can be found under **HR Forms** in the **Forms conference** on First Class.

- **Form HR-03, Accident Reporting Procedures**, describes in detail the mandatory steps that must be followed in reporting an injury at work – regardless of the severity of an injury.
- **Form HR-04, Accident/Incident Report** – Complete this report in writing as soon as possible following the incident. Keep a copy for your records and submit the original to your supervisor.

**Step 2:** We *strongly recommend* that anyone injured in an accident or incident on board property or while acting as a board employee (coaching, field trips) **seek medical attention**, even if the injury seems minor at the time. There have been several times in the past where a member received an injury, perceived it as not worth seeking medical attention, and subsequently experienced delayed symptoms that were a direct result of the original injury. The problem is that without that initial medical report, it is much more difficult to receive approval for a WSIB claim.

**When seeking medical attention following an injury in the workplace:** Ask the treating health care professional to complete a **WSIB Form 8**. The injured worker should receive a copy of Page 2 of the form to give to the employer. The treating health care professional will send Pages 1 and 2 to the WSIB on the worker's behalf.

**Step 3: Complete WSIB Form 6 (Worker's Report of Injury/Disease).** If you need assistance in completing this form, ask your union representative for assistance. The supervisor should *not* be assisting the injured worker in completing this form.

**Step 4:** The employer must complete **WSIB Form 7 (Employer's Report of Injury/Disease)** and provide a copy to the injured worker.

After completing the steps above, we further recommend that the injured worker keep a journal of medical appointments and symptoms relating to the injury. This can be very helpful in the event that the initial WSIB claim is denied, and may become part of the reconsideration and appeal processes.

---

If you have any questions about what to do when someone is injured on Rainbow District School Board property or while acting as a board employee (coaching, field trips), please contact us at your local OSSTF office. We are here to help.

Eric Laberge, District 3 President

[eric.laberge@d03.osstf.ca](mailto:eric.laberge@d03.osstf.ca)

Sue Melville, District 3 Officer

[sue.melville@d03.osstf.ca](mailto:sue.melville@d03.osstf.ca)