

What to do if an injury or illness happens at work

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If you are injured or become ill at work

You have six months from the date of injury or 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

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Businesses

You must report a workplace injury or illness within three days of learning about it.

You're 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're 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's against the law to discourage reporting a workplace injury or illness.

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Scan the QR code or visit
wsib.ca/reporting to report a
workplace injury or illness.



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

Step	If you are injured or become ill at work	Businesses
1. Get medical help	<p>Get first aid right away.</p> <p>See a doctor or go to a hospital if you need further treatment. Your employer pays for your transportation on the day of injury.</p>	<p>Provide first aid.</p> <p>You must transport your employee or pay for the cost of your employee's transportation to a hospital or doctor on the day of the injury if they need further treatment.</p>
2. Document	<p>Tell your employer about your injury or illness and any medical treatment you received right away.</p>	<p>You must investigate and keep a detailed record of what happened and the steps you take to correct the issue.</p>
3. Report to the WSIB	<p>Report your injury or illness if:</p> <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're being paid less or receiving fewer hours of work <p>You can scan the QR code or visit wsib.ca/reporting and follow the steps to submit a Worker's Report of Injury/Illness (Form 6).</p>	<p>You can scan the QR code or visit wsib.ca/reporting to 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:</p> <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 <p>You must provide a copy of the injury or illness report to your employee.</p> <p>You must pay your employee for a full day's wages on the day of the incident. WSIB benefits start the day after the injury or illness happens, if allowed.</p>
4. Work together	<p>Stay in touch. We'll work with you and your employer to help you recover and return to work safely, at the right time.</p>	<p>Stay in touch. We'll work with you and your employee to help them recover and return to work safely, at the right time.</p>

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 at [wsib.ca/reportfraud](https://www.wsib.ca/reportfraud) or by calling us at 1-888-745-3237.

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.

Contact us

Sign up for our online services to send us a message anytime, anywhere, or call us at 1-800-387-0750 or TTY: 1-800-387-0050. Visit [wsib.ca/onlineservices](https://www.wsib.ca/onlineservices) for details.

[wsib.ca/reporting](https://www.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