

EMPLOYER INJURY OR ILLNESS REPORTING **SELF-EVALUATOR**



DID YOU KNOW?

Timely, accurate and complete reporting of workplace injuries or illnesses enables faster claims and benefits decisions. This also ensures that workers receive the health care they need to recover and safely return to work.

The *Workplace Safety & Insurance Act* outlines the responsibilities and obligations of employers with respect to reporting an injury or illness. These include providing first aid, keeping detailed accurate records and reporting an injury or illness within 3 days of learning about it.

This Self-Evaluator helps employers:

- understand your [roles and responsibilities](#) when a workplace injury or illness occurs
- evaluate if you are complying with legislative requirements
- identify and address any issues in your injury or illness reporting processes

SELF-EVALUATOR

FIRST AID

You are responsible for providing [first aid](#). Depending on the severity of the injury or illness, you may need to transport the injured worker to a medical facility or call an ambulance, and you must pay the costs for transporting the worker.

DO YOU

1. Have a properly equipped first aid station that is easily accessible to all workers?
 Yes No Uncertain
2. Have employees who are trained and certified to provide first aid?
 Yes No Uncertain
3. Keep detailed records of all injuries/ illnesses that required first aid?
 Yes No Uncertain
4. Provide, or pay the cost of, transportation to medical facilities for workers, who require it following an injury or illness?
 Yes No Uncertain

INVESTIGATING & RECORDING

When a worker informs you that he/she got ill or injured in the workplace, you are obligated to investigate and keep a detailed record of what happened, including the steps taken to correct the problem, to prevent further injuries or illnesses.

DO YOU

1. Investigate and keep detailed records of what caused the worker's injury or illness?
 Yes No Uncertain
2. Record the steps you took to correct the problem?
 Yes No Uncertain
3. Protect your worker's rights to confidentiality regarding the workplace injury or illness?
 Yes No Uncertain

REPORTING OBLIGATIONS

As required by the *Workplace Safety and Insurance Act*, you must report a workplace injury or illness to the WSIB within **3 days** after learning of your worker's injury or illness, if the injured worker: requires treatment from a [health professional](#) (beyond [first aid](#)), or is absent from work, or earns less than regular pay.

You must also report a workplace injury or illness, if the injured worker: does not receive health care, and requires modified work due to the injury or illness, and has been doing modified work at regular pay for **more than 7 days**. In this case, the reporting obligation begins on the 8th day of modified work.

If a workplace fatality or critical incident occurs, you need to take some [additional actions](#) that are outlined on the WSIB website.

If you are not sure whether the injury or illness is work-related, you should still report it to the WSIB. The decision about whether an injury or illness is work-related can only be made by the WSIB.

DO YOU

1. Complete [Form 7 - Employer's Report of Injury or Disease](#) providing all of the required detail?
 Yes No Uncertain
2. Ensure the information provided on Form 7 is accurate?
 Yes No Uncertain
3. Submit Form 7 to the WSIB within 3 days after learning of the injury / illness?
 Yes No Uncertain
4. Provide the worker with a copy of the Form 7?
 Yes No Uncertain
5. Pay the worker the full day's wages on the day of the incident and not deduct it from sick pay/ attendance credits?
 Yes No Uncertain

CLAIM SUPPRESSION

Claim suppression is an offence as per the *Workplace Safety and Insurance Act*. You must not discourage or prevent a worker from reporting a workplace injury or illness, nor influence or induce a worker to withdraw or abandon a WSIB claim.

DO YOU

1. Encourage workers to submit a claim to the WSIB when a workplace injury or illness occurs?
 Yes No Uncertain

2. Provide a workplace where workers are not discouraged, prevented, threatened or intimidated from filing a WSIB claim?
 Yes No Uncertain
3. Ensure workers are not given promises or incentives to not file WSIB claims?
 Yes No Uncertain
4. Ensure workers are not influenced or induced to withdraw or abandon their WSIB claim?
 Yes No Uncertain
5. Know that there are offences and penalties under the *Workplace Safety & Insurance Act* related to accident reporting non-compliance?
 Yes No Uncertain

Congratulations, if you answered **YES to all of the questions in this self-evaluator. You meet many of your key accident reporting roles and responsibilities under the *Workplace Safety & Insurance Act*.**

If you've answered **NO or are uncertain about any of the questions in this self-evaluator, you have identified accident reporting compliance risks, and we recommend you refer to www.wsib.on.ca to learn how to address these risks.**