

INJURED AT WORK?



Next Steps for Workers and Supervisors



1. GET MEDICAL ATTENTION

WORKER: Get first aid immediately. If more serious treatment is required, go to a doctor or hospital.

SUPERVISOR: Provide first aid. If more serious treatment is required, transport the worker to the appropriate medical facility.

2. INVESTIGATE & DOCUMENT

WORKER: Your employer needs to know about your injury or illness to fulfill their responsibilities under the Workplace Safety and Insurance Act. They must investigate and document the incident. Notify your direct supervisor/manager as soon as possible.

SUPERVISOR: Complete the Staff First Aid/Accident Reporting form and submit to Human Resources. Ensure ALL sections are completed, including Root Cause Analysis. Do not delay submitting the form to complete the Root Cause Analysis (see over); the analysis may be forwarded later.

3. REPORT TO THE WSIB

IF a worker needs **more than first aid and/or is absent from work, earns less than regular pay, and/or requires modified work at regular pay for more than seven calendar days, the employer must report the injury or illness to the WSIB.** The report must be submitted within **3 calendar days.**

WORKER: Notify your supervisor immediately if you visit a medical practitioner for your injury, and/or you are

absent due to an injury that occurred at work. Complete and submit Form 6 – Worker’s Report of Injury or Disease to the WSIB. You can fill out the form on the WSIB website, submit it via mail or fax, or speak to a representative at 1-800-387-0750 (TTY: 1-800-387-0050)

SUPERVISOR: Forward the completed Staff First Aid/Accident Reporting Form to Human Resources within 24 hours to allow sufficient processing time to the WSIB.

Note: Workers are paid a full day’s wages on the day of the incident. If the worker has lost wages and the claim is allowed, WSIB loss of earnings benefits start the working day after the incident occurs.

4. WORK TOGETHER

WORKER & SUPERVISOR: It’s important that you stay in touch with each other, Human Resources and the WSIB. This way we can ensure that all injured or ill workers have the information and support they need for an **early** and **safe** return to work.

HAVE QUESTIONS?

We are here to help. Please contact:

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Additional Resource:

SLPC Workplace Accident Reporting and Root Cause Investigation Procedure

5 WHYS TOOL

Problem statement:

(One sentence description of event)

WHY?

WHY?

WHY?

WHY?

WHY?

ROOT CAUSE(S)

- 1.
- 2.
- 3.

To validate Root Causes-Ask the following:

If you removed this Root Cause, would this event have been prevented?