



Reporting Work Related Injuries

Workplace Safety & Insurance is a no-fault accident insurance system for work-related injuries or illness, and covers most workplaces in Ontario. Employees can expect benefits as the Preschool pays Workplace Safety & Insurance premiums. Employees can also expect any necessary accommodations made upon their return.

Workplace Safety & Insurance coverage starts on the first day of work. When you're added to the payroll, your earnings are declared to the Workplace Safety & Insurance Board (WSIB).

Proper procedures in case of injury

- The employee will obtain first aid immediately, if needed
- Employee will tell the President or Vice President of the Board of Directors about the emergency and document using an accident report what happened
- The President or Vice President of the Board of Directors will arrange and pay for transportation to get medical care, if needed
- The President or Vice President of the Board of Directors will pay a full day's wages for the day of the injury. WSIB benefits begin the next working day after the injury occurs
- The President or Vice President of the Board of Directors will report the injury to WSIB within 3 days if it involves: health care treatment, time away from work or lost wages. This is done by submitting workers report of injury/illness (Form 6)

Contact WSIB

1-800-387-0750

www.wsib.on.ca

Occupational Health and Safety Act gives workers rights for improving health and safety. The health and safety committee should consist of a representative on the board and a representative for the staff including supervisor.

Workers have the right to know about workplace hazards and what to do about them to participate in solving workplace health and safety problems and refuse work they believe is unsafe. Workers must follow the law and workplace health and safety policies and procedures. They must wear and use protective equipment as

needed. Work and act in a way that wont hurt themselves or anyone else and report any hazards or injuries to the supervisor.

Employers must make sure workers know about hazards and dangers by providing information, instruction and supervision on how to work safely i.e., proper lifting, or proper use of a ladder, and implement health and safety policies and procedures. Do everything reasonable in the circumstances to protect workers from being hurt or getting a work related illness.

Ministry Labour Training and Skills Development.
1-877-202-0008

Revised: November 2023 by Tracey Marques

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