

Health & Safety: Workplace Accident/Injury/Occupational Illness Checklist

STEP 1

- Immediately report accident/injury/occupational illness to Supervisor
- Seek medical attention as necessary. Worker must state that injury is work related
- WSIB [FORM 8](#) (Health Professional's Report) is completed by a medical professional (e.g. doctor, physiotherapist, and chiropractor) & forwarded to WSIB
- FORM 8 must be fully completed by a medical professional when a worker suffers a work related injury & is required to apply for WSIB benefits & Sick Day Coverage
- Ask for a copy of FORM 8 for your records & send a copy to:
Jackie Hope, UGDSB Administrative Officer Wellness/Employee Health
Jackie.hope@ugdsb.on.ca 519-822-4420 x713

STEP 2

- Request employer completes a WSIB [FORM 7](#) (Employers' Report of Injury/Disease) & request a copy
- Worker completes WSIB [FORM 6](#) (Worker's report of Injury/Disease) & give a copy to employer: Jackie Hope, UGDSB Administrative Officer Wellness/Employee Health
Jackie.hope@ugdsb.on.ca 519-822-4420 x713

STEP 3

- As soon as you are able, complete the *Employee Incident Report* located at the UGDSB Staff Online Reporting System (UGDSB SharePoint, Click on Documents and Forms, Click on Health and Safety, Click on Incident/Accident Reporting.) A secure login & password is required for access to UGDSB Share Point.

STEP 4

- Contact: Laura Tremble, OSSTF D18 ESSP/RDECE First Vice President
laura.tremble@d18.osstf.ca 519-835-4970
- The First Vice President can offer assistance & support with any questions or concerns regarding the entire WSIB process.

HELPFUL TIPS

- Keep a personal journal detailing all dates, times & contents of medical, WSIB & other relevant appointments
- Keep track of all symptoms related to the workplace injury
- Make photocopies of all documents for your records
- [WSIB](#) = Workplace Safety and Insurance Board
- [UGDSB](#) = Upper Grand District School Board
- [OSSTF](#) = Ontario Secondary School Teachers' Federation
- [ESSP/RDECE](#) = Educational Student Support Personnel/Registered Designated Early Childhood Educators