

# 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 and 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](mailto: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](mailto: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](#) (UGshare, Links, and Incident/Accident Reports. A secure login and password is required for access to UGshare)

## STEP 4

- Contact: OSSTF D18 ESSP/ECE Wellness & Benefits Officer, Cindy Scholten [cindy.scholten@d18.osstf.ca](mailto:cindy.scholten@d18.osstf.ca) 519-835-0249
- The Wellness & Benefits Officer can offer assistance and support with any questions or concerns regarding the entire WSIB process.

## HELPFUL TIPS

- Keep a personal journal detailing all dates, times and 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/ECE](#) = Educational Student Support Personnel/Early Childhood Educators