

# INFORMATION ON THE WORKPLACE SAFETY AND INSURANCE BOARD CLAIMS FOR THE INJURED WORKER

## *IF YOU ARE INJURED AT WORK:*

You **MUST** complete an Employee Incident Report and send it to the Occupational Health & Safety Department the day of the injury.

- ❗ If your injury results in you being unable to perform your regular job, you will be sent a Functional Abilities Form (FAF).
- ❗ Take the FAF to your Health Care Provider and have it completed. Your Health Care Provider will send a copy to WSIB and give you a copy. You are required to provide this copy to the Occupational Health & Safety department within 24 hours of completion.
- ❗ WSIB requires that you cooperate in returning to your regular duties or modified work. Failure to cooperate in a modified work program may result in denial of WSIB benefits.
- ❗ WSIB benefits when you are off work are equivalent to 85% of your net salary. This means you will receive 85% of your pay after EI, Income Tax and Canada Pension have been deducted. Your union dues are not included in the wage calculation.

- ❗ No deductions are made for Credit Union deposits, repayment of loans or Union dues.
- ❗ It takes approximately 2 – 4 weeks before your claim is allowed and you receive any money from WSIB. In some cases a decision and payment may take up to 12 weeks.

### FOR FULL-TIME EMPLOYEES:

**Benefit Coverage:** If you are a full-time employee and have benefit coverage (ie. dental, extended health care, etc.), please contact the Benefits Administrator @ extension 2397 to make arrangements for continued coverage.

**Salary Advance:** Delays may occur with processing your claim at WSIB. If this presents monetary difficulties, please contact the Payroll Department @ extension 2312 to get information about salary advances. Requests for advances must be received no later than **noon Tuesday** of a pay deposit week.

**Parking** Contact the Human Resources Department @ extension 2395 if you want to cancel your parking, otherwise charges will continue to be applied.

**Credit Union** Contact the Credit Union Office @extension 2503 to let them know you are away from work.

*If you do not receive money as you expect, please contact WSIB @ 1-800-387-0025 and ask for the adjudicator looking after your claim.*

***YOU HAVE A RESPONSIBILITY TO STAY IN CONTACT WITH YOUR DEPARTMENT MANAGER AND THE OCCUPATIONAL HEALTH AND SAFETY OFFICE WHILE OFF ON W.S.I.B. PLEASE CALL WEEKLY (EXTENSIONS 2402 OR 2018), UNLESS OTHERWISE ARRANGED.***



**SOUTHLAKE**  
REGIONAL HEALTH CENTRE

**REMEMBER**

***STAY IN CONTACT WITH THE  
OCCUPATIONAL HEALTH AND  
SAFETY DEPT. WEEKLY AND  
KEEP YOUR MANAGER  
UPDATED !!***

***IF YOU HAVE ANY QUESTIONS  
OR CONCERNS, PLEASE  
PHONE THE HEALTH &  
SAFETY OFFICE AT EXT. 2402  
OR EXT. 2018.***

**WSIB**

**INFORMATION**

**FOR THE**

**INJURED**

**WORKER**

**OCCUPATIONAL HEALTH & SAFETY  
LEVEL 2 NORTH BUILDING  
EXT.2402**