

## TOWNSHIP OF WOLLASTON

### x. Workplace Safety Insurance Board (WSIB) Reporting Requirement Policy

Date Approved by Council:

#### **PURPOSE:**

To promote a safe working environment, the Township of Wollaston will comply with all relevant Health and Safety legislation and will follow this policy for reporting requirements for Workplace Safety Insurance Board (WSIB), which includes completing WSIB Form 7.

#### **SCOPE:**

All employees, volunteers, students, Council Members shall promptly report all incidents of injury / accident or damage to their immediate supervisor or the Clerk / Administrator. The appropriate forms are to be filled out.

#### **RESPONSIBILITIES:**

Supervisors / Department Heads shall conduct initial investigations using the INJURY / ACCIDENT / DAMAGE INVESTIGATION form which is to be forwarded to the Clerk / Administrator. The employer is required to keep records of all First Aid details.

Injuries that require Health Care and in some cases First Aid, also require completion of WSIB Form 7.

Supervisors / Department Heads are required by law to provide a copy of the completed form to the person the form is being completed about.

#### **POLICY:**

Employers must report a work-related accident/ illness to the Workplace Safety and Insurance Board (WSIB) if they learn that a worker requires health care and/or is

- absent from regular work
- earn less than regular pay (e.g. working fewer hours)
- requires modified work at less than regular pay

Reporting is also required if, following the date of the work-related accident/illness, the worker does not receive health care but requires modified work at regular pay for more than seven calendar day.

**Health care includes:**

- services provided at hospitals and health facilities
- services that can only be provided by one of the following health care professionals: chiropractor, physicians, physiotherapist, registered nurse or dentist

The Supervisor should complete this report if dentures, glasses and/or artificial appliances (e.g., prosthetic arm) were damaged while being worn in a work-related accident

First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.

**First aid includes**, but is not limited to:

- cleaning minor cuts, scrapes, or scratches
- treating a minor burn
- applying a cold compress, cold pack, or ice bag
- applying a splint
- changing a bandage or a dressing after a follow-up observation visit

It is not necessary to complete WSIB Form 7 for first-aid-only injuries handled by an in-house/worksite health care professional or trained first aider. However, the law requires that you must keep a record of all first aid details.

The law requires completion this form within 3 calendar days after learning of the reporting obligation because of a work-related accident/ illness.

The completed form must be received by the WSIB within 7 business days after learning of the reporting obligation.

**Consequences for not reporting:**

The WSIB will charge a penalty of \$250 for each of the following:

- late submission of this report
- incomplete information
- failing to provide a copy of the completed Form 7 to the worker
- reporting on a version of this form that the WSIB has not approved

These can be multiple fines. For example: If the Form 7 is submitted late and incomplete, the fine would be \$500.

Individuals may be liable, on conviction, to a fine of up to \$25,000 or up to 6 months in jail. A corporate entity, if convicted, may be fined up to \$100,000. The employer is required to take every reasonable effort possible to obtain the information requested on the Form 7 and complete and submit it within the allotted time.

If complete information is not possible to obtain within the allotted time, submit the Form 7 along with an explanation of what is missing and what is being done to obtain it.

Send the completed WSIB Form 7 by Mail or Fax:

Workplace Safety and Insurance Board 200 Front Street West, Toronto, ON M5V 3J1  
Fax Local: (416) 344-4684 Toll-Free 1-888-313-7373

You should also provide a copy of the completed form to the individual and keep a copy for your records.

The following link is available to assist in completion of the Form 7.

Reference Guide for Employers [https://www.wsib.ca/sites/default/files/2020-01/form\\_7\\_reference\\_guide\\_for\\_employers.pdf](https://www.wsib.ca/sites/default/files/2020-01/form_7_reference_guide_for_employers.pdf)

The link to the online Form 7 is found here:

<https://www.wsib.ca/sites/default/files/2019-03/form7.pdf>