

Did you know that you can report a workplace injury or illness online?

Log in to our online services to report a workplace injury or illness for your employee(s).

Before you start, have the:

- claimant information (name, address, DOB, SIN)
- Injury/illness details
- wage information
- account number
- applicable class/subclass and NAICS code

Please note: submitting a no-lost time claim? Only complete sections A to D, E (#1) and J.

If you are not logging into online services for business, go to PDF version of the form and upload.

You must report a workplace injury or illness within three business days of learning about it if your employee:

- needed treatment from a [health professional](#), or
- was absent from work, or
- earns less than regular pay (e.g. working fewer hours or being paid less per hour)
- requires modified work at less than regular pay, or
- requires modified work at regular pay for more than seven calendar days following the date of accident

You must provide a copy of the injury or illness report to your employee.

Visit wsib.ca/submit to submit this form and supporting documents.

A. Worker information					
Job title/Occupation (at the time of accident/illness - do not use abbreviations)			Length of time in this position while working for you		Social insurance number
Please check if this worker is a: executive elected official owner spouse or relative of the employer					Worker reference number
Last name		First name		Is the worker covered by a Union/Collective Agreement? yes no	
Address (number, street, apt., suite, unit)		City/Town	Province	Worker's preferred language English French Other	
Postal code	Telephone	Sex M F	Date of birth (dd/mm/yy)	Date of hire (dd/mm/yy)	

B. Employer information				
Trade and Legal name (if different provide both)		Check one: Firm number Account number		Provide number
Mailing address			Class/Subclass	NAICS Code
City/Town		Province	Postal code	Telephone
Description of business activity			Does your firm have 20 or more workers? yes no	Fax number
Branch address where worker is based (if different from mailing address - no abbreviations)				
City/Town		Province	Postal code	Alternate telephone

C. Accident/illness dates and details												
1. Date and hour of accident/Awareness of illness						2. Who was the accident/illness reported to? (name and position)						
<p style="text-align: right;">AM PM</p> <hr/> Date and hour reported to employer						<hr/> Telephone						
3. Was the accident/illness:				4. Type of accident/illness: (please check all that apply)								
Sudden specific event/occurrence				Struck/Caught			Fire/Explosion			Assault		
Gradually occurring overtime				Overexertion			Fall			Slip/Trip		
Occupational disease				Repetition			Harmful substances/environmental			Motor vehicle incident		
Fatality				Other								
5. Area of injury (body part) - (Please check all that apply)												
Head	Teeth	Upper back	Left	Right	Left	Right	Left	Right	Left	Right	Left	Right
Face	Neck	Lower back		Shoulder		Wrist		Hip				Ankle
Eye(s)	Chest	Abdomen		Arm		Hand		Thigh				Foot
Ear(s)		Pelvis		Elbow		Finger(s)		Knee				Toe(s)
Other:											
6. Describe what happened to cause the accident/illness and what the worker was doing at the time (lifting a 50 lb. box, slipped on wet floor, repetitive movements, etc.). Include what the injury is and any details of equipment, materials, environmental conditions (work area, temperature, noise, chemical gas, fumes, other person) that may have contributed. For a condition that occurred gradually over time, please attach a description of the physical activity required to do the work.												

Last name	First name	Social Insurance Number
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C. Accident/illness dates and details (continued)

7. Did the accident/illness happen on the employer's premises (owned, leased or maintained)?	yes no	Specify where (shop floor, warehouse, client/customer site, parking lot, etc.).
8. Did the accident/illness happen outside the province of Ontario?	yes no	If yes, where (city, province/state, country).
9. Are you aware of any witnesses or other employees involved in this accident/illness?		yes no
If yes, provide name(s), position(s), and work phone number(s).		
1.		
2.		
10. Was any individual, who does not work for your firm, partially or totally responsible for this accident/illness?	yes no	If yes, please provide name and work phone number.
11. Are you aware of any prior similar or related problem, injury or condition?	yes no	If yes, please explain
12. If you have concerns about this claim, attach a written submission to this form.		Submission attached

D. Health care

1. Did the worker receive health care for this injury? If yes, when?	yes no	2. When did the employer learn that the worker received health care? (dd/mm/yy)
3. Where was the worker treated for this injury? (Please check all that apply)		
On-site health care	Ambulance	Emergency department
Health professional office	Clinic	Other
Name, address and phone number of health professional or facility who treated this worker (if known)		

E. Lost time - no lost time

1. Please choose one of the following indicators. After the day of the accident/awareness of the illness, this worker:

Returned to his/her regular job and has not lost any time and/or earnings. (complete sections G and J).

Returned to modified work and has not lost any time and/or earnings. (complete sections F, G and J).

Has lost time and/or earnings. (Complete all remaining sections).

Provide date worker first lost time (dd/mm/yy)	Date worker returned to work (if known) (dd/mm/yy)	Regular work Modified work
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2. This lost time - no lost time - Modified work information was confirmed by:

Name	Myself	Other	Telephone	Position
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F. Return to work

1. Have you been provided with work limitations for this worker's injury?	yes	no		
2. Has modified work been discussed with this worker?	yes	no		
3. Has modified work been offered to this worker? If yes, was it If declined please attach a copy of the written offer given to the worker.	yes accepted	no declined		
4. Who is responsible for arranging worker's return to work Name	Myself	Other	Telephone	Position

Last name	First name	Social Insurance Number
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G. Base wage/Employment information - (Do not include overtime here)

1. Is this worker (please check all that apply)

Permanent full time	Casual/Irregular	Student	Registered apprentice	Owner operator or
Permanent part time	Seasonal	Unpaid/Trainee	Optional insurance	(sub) contractor
Temporary full time	Contract			
Temporary part time		Other		

2. Regular rate of pay \$ per hour day week other

H. Additional wage information

1. Net claim code or amount Federal Provincial	2. Vacation pay - on each cheque? yes no	Provide percentage %					
3. Date and hour last worked (dd/mm/yy) AM PM	4. Normal working hours on last day worked From AM To AM PM	5. Actual earnings for last day worked \$					
6. Normal earnings for last day worked \$							
7. Advances on wages: Is the worker being paid while he/she recovers? Yes No If yes, indicate: full/regular other							
8. Other earnings (not regular wages): Provide the total of additional earnings that line up with your pay periods that represent four full weeks immediately before the injury/illness. * For rotational shift workers - if the shift cycle exceeds 4 weeks, please attach the earnings information for the last complete shift cycle prior to the date of accident/illness.							
Use these spaces for any other earnings (indicate Commission, Differentials, Premiums, Bonus, Tips, In Lieu %, etc.).							
Period	From date (dd/mm/yy)	To date (dd/mm/yy)	Overtime pay				
Week 1			\$	\$	\$	\$	\$
Week 2			\$	\$	\$	\$	\$
Week 3			\$	\$	\$	\$	\$
Week 4			\$	\$	\$	\$	\$

I. Work schedule (Complete either A, B or C. Do not include overtime shifts)

A. Regular schedule - Indicate normal work days and hours. Example: Monday to Friday, 40 hours

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		S	M	T	W	T	F	S

OR

B. Repeating rotational shift worker - provide.

Number of days on	Number of days off	Hours per shift(s)	Number of weeks in cycle
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Example: 4 days on, 4 days off, 12 hours per shift, 8 weeks in cycle.

OR

C. Varied or irregular work schedule - Provide the total number of regular hours and shifts that line up with your pay periods that represent four full weeks immediately before injury/illness. (Do not include overtime hours or shifts here).

	Week 1	Week 2	Week 3	Week 4
From/To dates (dd/mm/yy)	/	/	/	/
Total hours worked				
Total shifts worked				

J. It is an offence to deliberately make false statements to the Workplace Safety and Insurance Board. I declare that all of the information provided on pages 1, 2 and 3 is true.

Name of person completing this report	Official title
Signature	Telephone Date

Check this box if you are completing and submitting this form electronically. This represents your signature. You must fill out your name and the date above.

Last name

First name

Social Insurance Number

K. Additional information