

# INJURED AT WORK?

If you are a **CUPE member in Ontario and injured at work**, follow the steps below to get coverage from the Workplace Safety and Insurance Board (WSIB) and assistance from your union. Who to contact will vary from local to local, so start by checking your local's website or ask a steward who to contact.

## **INJURED AT WORK? WHAT YOU NEED TO DO:**

- Fill out an employer incident report and keep a copy for your records and to submit to WSIB
- Have a health care professional fill out a Form 8 and submit to WSIB. Ask for a copy to keep for your records
- Fill out a Form 6 and submit to WSIB. You can find the form online at the WSIB website. If you are having issues ask your local for assistance
- Make sure Employer fills out Form 7 and provides you with a copy

## **MISSED TIME BECAUSE OF WORK INJURY? WHAT YOU NEED TO DO:**

- Submit to WSIB any paystubs you have for the four (4) weeks before the injury
- Follow up with WSIB to see if any additional information is needed
- Ask your local to contact the Employer to submit income information to WSIB

## **MEDICAL EXPENSES BECAUSE OF WORK INJURY? WHAT YOU NEED TO DO:**

- Request health care entitlement from WSIB
- Save all receipts for out-of-pocket expenses for medication and treatment related to injury
- Submit receipts to WSIB and ask to be reimbursed

## **CLAIM IS DENIED?**

- Contact your union as soon as you receive a denial decision letter from WSIB
- Check the denial decision letter for time limits. Act quickly so everything can get done within the time limit
- Submit the Intent to Object form to WSIB within time limits
- Complete referral forms with your union to see if CUPE can represent you in an appeal

## **WHO DO I CALL?**

**If you have any questions or need help at any stage in the process, start by contacting your steward, local WSIB rep or local executive.**

If you have had a claim denied, immediately ask your local about having your claim referred to a CUPE National WSIB specialist. Your local's assigned CUPE National Staff Representative will help you with the referral package in order to get you the specialist help you need.

**CUPE LOCAL:**

**WSIB CONTACTS:**

[cupe.on.ca/reportit](http://cupe.on.ca/reportit)

**CUPE**