



Procedure Name	Number of Pages	Date(s) of Amendment
Workplace Injury and Illness	1 of 2	
Cross Reference		
Workplace Injury and Illness Policy		
Workplace Incident/Accident Reporting and Investigation Procedure		
Related Forms		
Incident/Accident Investigation Report and Guide to Completion		
Employer's Report of Injury/Disease (Form 7)		
Functional Abilities Form (Form 2647A)		

Procedure

1. Employees will report all workplace incidents resulting in injury or illness to their supervisor or a supervisor on duty as soon as reasonably safe. Employees who fail to report a workplace injury or illness before leaving work on the day of the event may be subject to discipline.
2. The injured employee is responsible to seek out and receive first aid treatment from an OSTA First Aid Attendant as soon as safely possible and take action for further treatment as referred by the First Aid Attendant.
3. Employees who are being referred for further treatment will be provided with an injured worker package to provide to the medical practitioner. This package includes a cover letter and a Functional Abilities Form. This completed form is to be brought back to the supervisor immediately following treatment or at the start of the employee's next scheduled work day unless the employee is totally incapacitated.
4. The General Manager or her/his designate will maintain contact with the injured employee and the Workplace Safety and Insurance Board (WSIB) to ensure a safe and early return to work in accordance with the Workplace Safety and Insurance Act.

5. Employees who fail to cooperate with the efforts of OSTA and the WSIB to ensure a safe and early return to work may be subject to discipline.
6. The General Manager will ensure an investigation is completed of all incidents resulting in a claim for workers compensation benefits. The investigation will be completed in a timely manner so that the results can be considered when preparing the Employer's Report of Injury/Disease (Form 7).
7. The purpose of the investigation is to identify causes of an incident and recommend corrective actions that will minimize the risk of a similar incident occurring in the future. A decision to take disciplinary action may be made by OSTA after considering the results of an investigation; however, the investigation will never recommend discipline as a corrective action. The General Manager will make all reasonable efforts to implement the recommendations of an investigation and will communicate with the Joint Occupational Health and Safety Committee on the status of the implementation of the recommendations.
8. The General Manager or designate will ensure that the Form 7 is submitted to the WSIB as outlined in the Workplace Safety and Insurance Act. She/he will review and sign all claims for workers' compensation (Form 7) to ensure the interests of OSTA and the injured worker are being served.
9. When the validity of a claim is being questioned, a letter of concern or objection signed by the General Manager or designate will be sent to the WSIB. Decisions to further appeal rulings by the WSIB will be made by the General Manager.
10. OSTA will keep the WSIB informed of all claim activity including telephone conversations, letters, return to work progress reports, and medical reports concerning the injured employee's claim.
11. A new file will be established for each WSIB claim. These files will be maintained separate from the employee files and will be kept in a secure location.