



Workplace Injury & filling out WSIB Forms

INSTRUCTIONS FOR COMPLETION

You have sustained a workplace injury in the course of duty that require medical assessment and treatment. You are required to have the following forms completed in order to establish a claim with WSIB and receive benefits to assist in your recovery.

Completing an Employee Incident Report (EIR) does NOT establish a WSIB claim for a workplace injury

- Report the injury as soon as possible to your Supervisor
- Seek medical attention (needle stick injuries and exposure to blood or body fluids may need treatment within one hour, have your Supervisor contacted immediately)
- Fill out a NEMS Parklane Employee Incident Report
- **WSIB FORM 8** to be completed by the attending Health Care Professional
- **WSIB (FAF)** Functional Abilities Form to be completed by Health Care Professional
- **WSIB FORM 6** needs to be **completed by you**, usually after receiving a response back from WSIB with claim number so that you can verify or add any additional information

Don't fill out a treatment memorandum for WSIB claims, it is not required. If it doesn't have WSIB on the form, don't fill it out

Once forms are completed, Fax both (**Form 6** and **FAF**) to:

*Niagara Region disability Coordinator: **1-866-604-5311**

*CUPE Local 911 Office: **905-680-7946**

(This is optional only if you want a Union WSIB Specialist to assist you with your claim)

Make sure you contact a Union WSIB Specialist if you fax a form to the CUPE 911 office

*Fax the **Form 6** to: *WSIB: **1-888-313-7373**

There is a difference between an injury and a reinjury, call a Union WSIB Specialist for help

All forms available @ www.WSIB.ca/en or @ www.911.CUPE.ca **Form 6/FAF** is also provided on the Union boards along with a list of **CUPE 911 WSIB SPECIALIST'S** contact information