

WSIB – Workplace Safety and Insurance Board

If you are injured on the job, three forms must be completed:

FORM 6 completed by the injured workers;

FORM 7 completed by the Employer;

FORM 8 completed by medical personnel who are treating the medical needs of the injured worker.

Reporting In A Timely Manner

It is important to report any incident/injury to your supervisor as soon as it happens or as soon as medically possible, even if you don't feel you have been injured.

In the event that you have been injured, seek medical attention as soon as possible and advise medical personnel that your injury was work related.

These steps will become important in the event that you file a claim with the Workplace Safety and Insurance Board for loss of earnings (missed time) or health care benefits.



A Responsive Union

We're there for you when you need us. We're committed to getting you the help you need. And we're as close as your phone, fax or computer terminal. So if you are already a member or if you would like to join the CUPE 503 family, please contact us at:

CUPE 503
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Working Hard for Our Members

The Ottawa Carleton Public Employees Union



Occupational Health and Safety Workplace Safety and Insurance Board





For more than 50 years, CUPE Local 503 has been working hard to make sure its members get the good wages and benefits, safe working conditions and job security they need to build a sound future for themselves and their families – which is why we are the largest municipal CUPE local in Eastern Ontario.

Included in our ranks are thousands of full-time, part-time and casual workers who work in city halls, libraries, municipal long-term care facilities, community care access centers, social housing projects, humane society, as well as parks and recreations facilities. Whatever the job – from health inspectors to mechanics, administrative support to technicians, trades people to librarians, health care workers to equipment operators – CUPE 503 is there, making sure its members are treated fairly.

Occupational Health and Safety

➤ WORKER'S 3 RIGHTS

1. Right to know the hazards in your workplace;
2. Right to participate in training, committees, and participate in Joint Health and Safety Committees;
3. The right to refuse unsafe work.

It is important to report possible hazards when observed and complete the Employer Report for Workplace Accident, Injury and Illness form that is located on OZONE. In the case of an injury or illness, please also complete a Form 6 as per Workplace Safety and Insurance Board employee obligation.

Joint Occupational Health & Safety Committees

Every worker is represented by a Joint Occupational Health and Safety Committee comprised of union and management representatives. If you have concerns regarding a health and safety issue, go to your supervisor. If the issue remains unresolved, contact your Occupational Health and Safety Committee union representative.

Bill 168

There is currently new legislation from the *Occupational Health and Safety Act* which deals with workplace violence and harassment. This new legislation became law on June 15, 2010.

For further information go to www.labour.gov.on.ca



Work Refusal

How the Right to Refuse Works:

Under Section 43 of the *Occupational Health and Safety Act*, Ont., you have the right to refuse unsafe, unhealthy work.

If you have reason to believe the work is likely to endanger you or someone else, this is what to do:

EMPLOYEE reports the problem to supervisor, remains in a safe place. Employees cannot under the law be disciplined for refusing unsafe work under Section 43;

SUPERVISOR investigates in the presence of employee and the employee's representative, (Certified Representative, Safety Representative Committeeperson, Steward, etc.);

EMPLOYEE if the worker still feels there are "reasonable grounds" to refuse, then they, their representative or the employer can call a government inspector.

INSPECTOR investigates the problem in the presence of the worker, their representative and a company representative, and decides whether there is or was a danger present;

EMPLOYEE pending the inspector's decision, the employee will remain in a safe place, unless assigned to reasonable alternative work. No other worker can be assigned pending inspector's decision unless advised of the refusal and reasons for it in the presence of a Certified Representative or Safety Representative Committeeperson, Steward, etc.;

APPEAL Section 61 allows 30 days to appeal the inspector's decision to the Board – simply phone the Ontario Labour Relations Board.

EXCEPTION Please note, under **Section 43. (2) (d) (i)** Homes for the Aged; and **Section 43. (2) (d) (iii)** Ambulance Service or a First Aid Clinic or Station; have a limited right to refuse when the worker's refusal to work would directly endanger the life, health, or safety of another person.

Remember that occupational health and safety in the workplace is everybody's responsibility. You have the legal right to a healthy and safe workplace.