

If you suffer a workplace accident/injury or illness you should:

- Tell your employer about your accident/injury, gradual onset of pain, discomfort, and/or illness and be clear that it arose out of, and in the course of, your work duties.
- Complete an employer incident report.
- If you need more than first aid, seek medical attention at the emergency department, walk-in clinic or family doctor.
- Report the accident to your union or your health and safety representative.

## YOU SHOULD KNOW

- It is your legal right to report any/all workplace accidents/injuries and no one can tell you not to file a claim.
- You have the right and should be treated by your own health care professional.
- Claims must be filed with the WSIB as soon as possible, but no later than 6 months from the date of injury or diagnosis.

Your Union Representative and Workers' Compensation Department personnel are here to assist you with your WSIB claims and appeals.

Call us  
905-821-8329 or Toll Free 1-800-565-8329



**United Food & Commercial Workers  
Locals 175 & 633**

**Kelly Tosato – President  
Jim Mc Lean – Secretary-Treasurer  
Karen Vaughan – Recorder**

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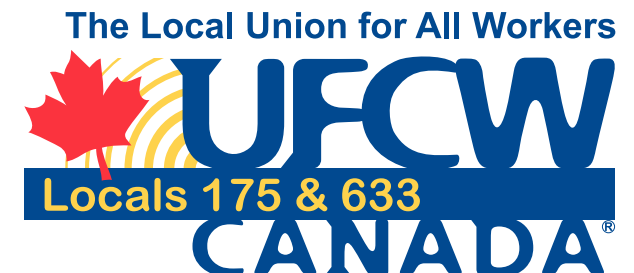
**[www.ufcw175.com](http://www.ufcw175.com)  
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# WSIB CLAIMS & APPEALS

IMPORTANT INFORMATION TO ASSIST YOU IN  
FILING A CLAIM OR APPEAL WITH THE WSIB



An information pamphlet provided by your Union.



**Kelly Tosato  
President**  
**Jim Mc Lean  
Secretary-Treasurer**  
**Karen Vaughan  
Recorder**

## FILING A CLAIM

To apply for WSIB benefits you should complete and sign the Worker's Report of Injury/Disease Form 6. You can get this form from your employer, union or WSIB website at [www.wsib.on.ca](http://www.wsib.on.ca).

## FORMS

### *Form 6: Worker's Report of Injury/Disease*

- Accuracy is important – any discrepancies could cause delays/denials, and affect worker's credibility.
- Signing your Form 6 is official consent to proceed with your WSIB claim.

### *Form 7: Employer's Report of Injury/Disease*

- Employers are required to supply a copy of the Form 7 to the worker.
- Ensure that you receive a copy of the Form 7 and any attached submissions.
- Confirm that the form is completed accurately by checking all dates, ensuring that ALL areas of injury are indicated and that it reports a true accident description.

***\*Contact WSIB and the union if there are ANY discrepancies\****

### *Form 8: Health Professional's Report*

- Section 37 of the Act provides authority to Health Professionals, hospitals, and health facilities to submit information to the Board without consent.
- Health Professionals send pages 1 and 2 to WSIB.
- A copy of page 2 will be provided to all workplace parties as it contains functional abilities information.

### *FAF: Functional Abilities Form*

- Section 37(3) requires any treating health professional – upon request from the worker or the employer – to complete and submit a Functional Abilities Form(s) to the Board. The health professional is paid by the Board for completing the WSIB provided form.

## IMPORTANT

- When in doubt file.
- If you do not get a copy of the Form 7 or are having problems with your claim, contact the WSIB.
- Always contact your Union or Workers' Compensation Representative if you have questions or concerns.
- Keep copies of all forms, documents, letters, and communications relating to your claim.

## WSIB APPEALS

### **What to do if you get a denial letter**

To appeal a WSIB decision you must have a denial letter from the WSIB stating that your claim, or part of your claim, has been denied and the reasons for that denial.

The letter will indicate a time limit for your appeal. This is typically six months but could be thirty days – so pay close attention to all time limits!

In either case **APPEAL IMMEDIATELY!**

## Need help with your appeal?

If you would like assistance concerning your ongoing appeal, please contact the Workers' Compensation Department immediately.

Once you contact us, you will receive authorization forms and a waiver to sign and return along with your denial letter. These forms allow your Workers' Compensation Representative to act on your behalf.

Any new medical information or documents pertaining to your claim should be forwarded to us. You will receive copies of all correspondence sent to the WSIB on your behalf.

### **Intent to object form**

An appeal is initiated by completing the Intent to Object (ITO) form. It is important to note that the completion of this form is required to meet the time limit requirements. For help completing the ITO form, contact us.

If you have contacted the Workers' Compensation Department your claim and appeal will be managed on your behalf.

The WSIB will make a final decision in your claim by way of a hearing in writing or at an oral hearing where your Workers' Compensation Representative will represent you. Participation of the worker is required at an oral hearing.

If a negative decision is received from the board we still have the option to appeal to the Workplace Safety & Insurance Appeals Tribunal (WSIAT). This is the final stage of an appeal.

All claims are unique therefore timelines, stages of appeal, and outcomes are unique.

If you have ANY questions or would like assistance with your appeal contact us.