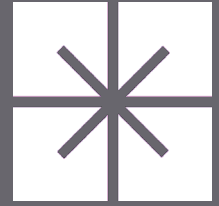


Information Bulletin

Incident Reporting



The Concrete Floor Contractors Association of Ontario was founded in 1971 to represent the concrete finishing industry.

Information Bulletins are designed to provide information to contractors for guidance on specific issues.

If you have any questions, or comments, please call 905-582-9825 or e-mail info@concretefloors.ca

***The Best Floors Start
With Our Finish !***



On the day of accident, the employer must:

1. Administer first aid immediately.
2. Provide and pay for immediate transportation to a hospital, health professional office/clinic or the worker's home (if necessary).
3. Pay for full wages and benefits for the day or shift on which the injury occurred.
4. The law requires you to complete a [Form 7](#) **within 3 calendar days** after learning of your reporting obligation as a result of a work related accident/ illness. The completed form has to be received by the WSIB **within 7 business days** after you learn of your reporting obligation. You must provide a copy of the Form 7 to the worker as well.
5. A lost time injury frequency results when a worker receives loss of earnings payments from the WSIB for **more than 7 calendar days**.
6. Where a person is killed or critically injured from any cause at a workplace, the employer shall notify an inspector, and the committee, health and safety representative, and trade union, immediately of the occurrence by telephone, or other direct means, **and** the employer shall, **within 48 hours** after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe. Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of, (a) saving life or relieving human suffering; (b) maintaining an essential public utility service or a public transportation system; or (c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector.

Other web links for your use:

- [Workplace Safety & insurance Act 1997](#)
- [Occupational Health & Safety Act 1990](#)
- [Ontario Regulation 213/91 for Construction Projects](#)
- [Ministry of Labour Contact Information](#) (800-268-8013)
- [Workplace Safety and Insurance Board](#) (800-387-0750)
- [Office of the Employer Adviser](#) (800-387-0774).

www.concretefloors.ca

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