

First + Aid

REQUIREMENTS

WSIB
ONTARIO
CSPAAT

Regulation 1101

Introduction

This brochure is about the first aid requirements of the Workplace Safety and Insurance Board (WSIB). It contains the law (Regulation 1101) and the policy on first aid. It also includes a list of recognized first aid trainers as of December 2005.

To find out more about the Workplace Safety and Insurance Board please see our web site at www.wsib.on.ca

Questions?

If you have questions about Regulation 1101 or the contents of this brochure, please call (416) 344-1016 or toll free 1-800-663-6639.

Additional copies of this brochure may be obtained free from:

Communications Division
Workplace Safety and Insurance Board
200 Front Street West, 18th Floor
Toronto ON M5V 3J1

This brochure is available in both English and French by calling (416) 344-4200 or toll-free 1-800-465-5606, or TTY (telephone device for the deaf) 1-800-387-0050.

www.wsib.on.ca

WSIB Workplace Safety &
Insurance Board
ONTARIO
CSPAAT Commission de la sécurité
professionnelle et de l'assurance
contre les accidents du travail

Table of Contents

Regulation 1101 First Aid Requirements 5

First Aid Requirements 7

First Aid Room. 10

Transportation, Construction, Farm
and Bush Sites 12

Guidelines for Contents of First Aid Boxes 15

Display of Poster 15

In All Cases of Injury/Disease 16

First Aid Training for Workers 20

Workplace Safety and Insurance Board Offices 24

All employers covered by the *Workplace Safety and Insurance Act* are required to have first aid equipment, facilities, and trained personnel in all workplaces.

Regulation 1101, incorporated into the *Workplace Safety and Insurance Act*, states what each employer is obligated to provide. It is printed below.

Some of the requirements of Regulation 1101 are explained in further detail starting on page 15: guidelines for the content of first aid boxes (page 15); a description of the poster known as Form 82 entitled *In Case of Injury at Work* (page 15); and how to arrange first aid training for workers (page 20).

Section 82 of the *Workplace Safety and Insurance Act* authorizes the Workplace Safety and Insurance Board (the Board) to surcharge employers who do not comply with these first aid requirements.

Regulation 1101

First Aid Requirements

- 1** (1) A first aid station shall contain,
 - (a) a first aid box containing the items required by this Regulation; and
 - (b) a notice board displaying,
 - (i) the Board's poster known as Form 82
 - (ii) the valid first aid certificates of qualification of the trained workers on duty, and
 - (iii) an inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.
- (2) A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation.

- (3) First aid stations shall be so located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.
- 2**
 - (1) A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be maintained in good condition at all times.
 - (2) The box shall be large enough so that each item is in plain view and easily accessible.
- 3** Every employer shall at all times keep posted in other conspicuous places in the place of employment the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
- 4** The expense of furnishing and maintaining first aid appliances and services shall be borne by the employer.
- 5** Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
- 6** Employers shall inspect first aid boxes and their contents at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.
- 7** The Board or its appointees may make inspections of first aid stations, appliances, services and records.

First Aid Requirements

- 8** (1) Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) 1 card of safety pins; and
 - (c) dressings consisting of,
 - (i) 12 adhesive dressings individually wrapped,
 - (ii) 4 sterile gauze pads, 3 inches square,
 - (iii) 2 rolls of gauze bandage, 2 inches wide,
 - (iv) 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
 - (v) 1 triangular bandage.
- (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
- (a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the station.
- 9** (1) Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) 1 card of safety pins; and
 - (c) dressings consisting of,
 - (i) 24 adhesive dressings individually wrapped,

- (ii) 12 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 2-inch gauze bandage,
 - (iv) 4 rolls of 4-inch gauze bandage,
 - (v) 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (vi) 6 triangular bandages,
 - (vii) 2 rolls of splint padding, and
 - (viii) 1 roll-up splint.
- (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the box.
- 10** (1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) 24 safety pins;
 - (c) 1 basin, preferably stainless steel; and
 - (d) dressings consisting of,
 - (i) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,
 - (iii) 12 rolls of 1-inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inches square,
 - (v) 8 rolls of 2-inch gauze bandage,
 - (vi) 8 rolls of 4-inch gauze bandage,

- (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (viii) 12 triangular bandages,
 - (ix) splints of assorted sizes, and
 - (x) 2 rolls of splint padding.
- (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the box.

First Aid Room

- 11** (1) Every employer employing 200 or more workers in any one shift at a place of employment shall provide and maintain a first aid room equipped with,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) instruments consisting of,
 - (i) dressing scissors,
 - (ii) dressing forceps,
 - (iii) safety pins,
 - (iv) graduated medicine glass,
 - (v) tongue depressors, and
 - (vi) applicators, cotton-tipped;
 - (c) denatured ethyl alcohol;
 - (d) dressings consisting of,
 - (i) adhesive dressings, individually wrapped,
 - (ii) sterile gauze pads of assorted sizes, individually wrapped,
 - (iii) gauze bandages of assorted sizes,
 - (iv) adhesive plaster,
 - (v) absorbent cotton,
 - (vi) triangular bandages,
 - (vii) splints of assorted sizes, and
 - (viii) splint padding; and
 - (e) furnishings consisting of,
 - (i) hot and cold running water,
 - (ii) 3 washbasins, preferably stainless steel,
 - (iii) 1 instrument sterilizer,

- (iv) 1 cabinet for surgical dressings,
 - (v) 1 enamel foot bath,
 - (vi) 1 sanitary disposal receptacle with lid,
 - (vii) 1 first aid box containing as a minimum the items required by subsection 9 (1), for use by the attendant at the scene of an accident before the patient is moved to the first aid room or general hospital,
 - (viii) 1 couch curtained off or in a separate cubicle,
 - (ix) 1 stretcher, and
 - (x) 2 blankets.
- (2) The employer shall ensure that the first aid room is in the charge of,
- (a) a registered nurse; or
 - (b) a worker who,
 - (i) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent,
 - (ii) works in the immediate vicinity of the first aid room, and
 - (iii) does not perform other work of a nature that is likely to affect adversely his or her ability to administer first aid.
- (3) The certificate referred to in subclause (2)(b)(i) shall be prominently displayed in the first aid room.

12 Where the first aid station referred to in section 9 or 10 or the first aid room referred to in section 11 is not easily accessible in order to provide prompt treatment of any worker, an additional first aid station or stations shall be established to comply with subsection 1(3).

Transportation, Construction, Farm and Bush Sites

- 13** For the purposes of section 8, 9, 10 and 11,
- (a) a railway train, vessel or bus on a route, other than an urban or suburban route, on which a worker is employed;
 - (b) the central point from which bush workers are dispatched daily to work sites;
 - (c) a vehicle being used by an employer to transport workers; or
 - (d) the site of the construction, repair or demolition of a building, shall be deemed to be a place of employment.
- 14** (1) Where the place of employment is the site of construction, repair or demolition of a building, a first aid station shall be maintained in the time office for the project.
- (2) Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site and section 1 applies.
- 15** Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by this Regulation in respect of the workers in the same manner as if the general contractor were the employer of the workers.
- 16** (1) Every employer of bush workers or farm workers, or both, shall provide at a central location a first aid box containing,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) 1 card of safety pins;
 - (c) dressings consisting of,
 - (i) 16 adhesive dressings, individually wrapped,
 - (ii) 6 sterile gauze pads, 3 inches square,

- (iii) 4 rolls of 3-inch gauze bandage,
 - (iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
 - (v) 4 triangular bandages.
- (2) Every employer using a vehicle to transport workers shall equip the vehicle with a first aid box containing,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) 1 card of safety pins;
 - (c) dressings consisting of,
 - (i) 16 adhesive dressings, individually wrapped,
 - (ii) 6 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 3-inch gauze bandage,
 - (iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
 - (v) 4 triangular bandages.
- (3) The employer of workers engaged in transporting goods outside an urban area in a vehicle shall equip the vehicle with a first aid kit containing,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) dressings consisting of,
 - (i) 12 adhesive dressings, individually wrapped,
 - (ii) 1 four-inch bandage compress,
 - (iii) 2 two-inch bandage compresses, and
 - (iv) 1 triangular bandage.

- (4) Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available to him or her in the event of an accident, the employer shall equip the machinery with a first aid kit containing the items required by subsection (3).
- (5) A bus operated on a route other than an urban route shall be equipped with a first aid kit containing the items required by subsection (3).
- (6) Motive power units of all railways other than units used in yard service shall be equipped with a first aid box equipped with the items required by subsection (2).

Guidelines for Contents of First Aid Boxes

First aid boxes, to be available at all places of employment, provide workers who have first aid training with the equipment they need to offer first aid service quickly and safely.

Sections 8, 9, 10, 11 and 16 of Regulation 1101 list the items that must be included in the first aid boxes in workplaces of different types and sizes. The quantities of any item specified may be increased to suit the needs of a particular workplace. Personal protective equipment (for example, CPR mask and non-latex gloves) as prescribed by the first aid training should also be included in the first aid box. In a location where a physician or registered nurse is available, the employer may authorize them to expand the contents of the first aid boxes.

Equipment outside of the scope of first aiders, equipment that may deteriorate or that is potentially dangerous (for example, medication and ointments) should not be included in a first aid box.

Section 6 of the Regulation requires that the boxes and their contents be checked regularly, minimum four times a year, to ensure that everything is in good order.

Display of Poster

The poster entitled *In Case of Injury at Work* (Form 82) must be displayed at the first aid station as required by Section 1 in the Regulation.

The poster outlines the responsibilities and obligations of both employer and worker when an accident occurs on the job. Supplies of the poster, in various sizes, are available free on request from any WSIB office. For the office nearest you, please refer to the directory on pages 24 and 25.

In All Cases of Injury/Disease

The worker must:

1. Get first aid right away.

First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

2. Tell the employer of any injury or the possible onset of a work-related disease/condition.
3. Claim benefits if the injury causes him or her to seek health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.

The worker should also claim benefits if the injury causes him or her to:

- Be absent from regular work
- Require modified duties at less than regular pay
- Require modified work at regular pay for more than seven calendar days after the date of accident
- Earn less than regular pay at regular work.

4. Claim WSIB benefits by:
 - Signing WSIB Form 1492, the *Workers' Claim/Consent Form*, and giving a copy of the form to the employer or
 - Signing WSIB Form 6, *Worker's Report of Injury/Disease* and giving a copy of the form to the employer.
5. Choose a doctor or other qualified health professional. Do not change health professionals without permission from the WSIB.

6. Cooperate in health care treatment.
7. Cooperate in safe return to work.
8. Complete and return all WSIB forms promptly.
9. Report to the WSIB any changes in income, return to work status or medical condition.

The employer must:

1. Make sure first aid is given immediately. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.
2. Make sure there is a record of the first aid treatment/advice given to the worker.
3. Complete and give to the worker the *Treatment Memorandum* Form 156 if the worker needs more than first aid treatment/advice.
4. Provide immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.
5. Complete WSIB Form 7, *Employer's Report of Injury/Disease*, if the worker gets health care. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.

He or she should also complete WSIB Form 7, *Employer's Report of Injury/Disease* if the injury causes the worker to:

- Be absent from regular work
- Require modified duties at less than regular pay
- Require modified work at regular pay for more than seven calendar days after the date of accident
- Earn less than regular pay at regular work.

6. Ask the worker to sign WSIB Form 1492, the *Workers' Claim/Consent* Form.
7. Return the completed Form 7 to the WSIB within three days of learning of the reporting obligation. If the worker is unable or unwilling to sign, send the form in without the signature.
8. Pay full wages and benefits for the day or shift on which the injury occurred.
9. Cooperate in the worker's early and safe return to work.
10. Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure that the worker's signed consent to the release of the functional abilities information is attached. This signed consent will either be on the Form 1492 or the employer's copy of the Form 6.

The Employers' Report of Injury/Disease (Form 7)

Form 7 must be completed and sent to the WSIB within three days of learning of a work-related injury or occupational disease that either causes a worker to: be absent from their regular work; require modified duties at less than regular pay; earn less than regular pay at regular work; require modified duties at regular pay for more than seven calendar days; and/or obtain health care.

First Aid Training for Workers

Regulation 1101 requires all employers to ensure that first aid boxes and stations are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the Board.

Employers should arrange for first aid training directly with the recognized training organization of their choice. The training organizations are listed below. Beneath each organization's name (in brackets) is the geographic area of Ontario that it services.

For the most current list of recognized providers please see our Web site at www.wsib.on.ca

Action First Aid Inc.
(Province-wide)
13 Newberry Court
Barrie ON L4N 0M9
(705) 720-2978
1-866-347-7824
www.actionfirstaid.ca
info@actionfirstaid.ca

Active Canadian Emergency Training Inc.
(Province-wide)
695 McMurray Road Unit 3
Waterloo ON N2V 2B7
(519) 742 6340
1-800-205-3278
www.activecanadian.com
info@activecanadian.com

Aldus Worldwide Company Limited
(Greater Toronto Area)
25 St. Andrews Court
Aurora ON L4G 3B2
(905) 841-9969

ADET Aquatic Development Emergency Training
(Province-wide)
602 Foxcroft Blvd
Newmarket ON L3X 1N4
(905) 967-0911
info@adet.org
www.adet.org

Archer First Aid/CPR Training
(Province-wide)
139 Kanata Drive
P.O. Box 320
Grafton ON K0K 2G0
(905) 349-3872
1-800-696-9424

Canadian Group for Emergency Training
(Province-wide)
P.O. Box 46052
2339 Ogilvie Road
Ottawa ON K1J 9M7
(613) 237-6778
www.cgct.ca
info@cgct.ca

The Canadian Red Cross Society
(Province-wide)
5700 Cancross Court
Mississauga ON L5R 3E9
(905) 890-1000
(or local branch listed in the telephone directory)
www.redcross.ca/firstaid

Canadian Ski Patrol System

(Province-wide)

Ontario Division
750 Oakdale Road
Unit 50

Toronto ON M3N 2Z4
(416) 745-7511

www.skipatrol.on.ca/centralzone

The Casualty Care First Aid Company

(Province-wide)

631 D Line RR 1
Sauble Beach ON
N0H 2G0

1-800-465-7045
www.casualtycare.com
casualty@bmts.com

Certified Emergency Response Training (C.E.R.T.)

(Province-wide)

1750 Queensway Suite 112
Toronto ON M9C 5H5
(416) 916-CERT (2378)

www.cert.ca
info@cert.ca

Community Response Training Services

(Province-wide)

Box 781
Long Sault ON K0C 1P0
(613) 534-8444

www.communityresponse.ca

Code Eight Inc.

(Province wide)

60 Amber Street Unit 12
Markham ON L3R 2Z9
(905) 479-3500

1-800-203-4709

CPR Canada

(Province-wide)

2020 Bathurst Street
Suite 2

Toronto ON M5P 3L1
(416) 410-4CPR

Effective First Aid

(Southern Ontario)

45 Chestnut Hills Parkway
Toronto ON M9A 3P9
(416) 231-5779

efaseminars@aol.com

Emergency Care Instruction Services (E.C.I.S.)

(Province-wide)

285 Weber Street North
Waterloo ON N2J 3H8
(519) 885-1003

Emergency Medical Training

(Province-wide)

22 Saddlebrook Court
Courtice ON L1E 2C5
(905) 431-2356

EMP Canada

(Province-wide)

c/o Ontario Representative
322 Allan Street
Coniston ON P0M 1M0
1-888-507-8237

EMS First Aid

(Province-wide)

4330 Dufferin Street
Toronto ON M3H 5R9
Attn: Coordinator, EMS First Aid

(416) 392-9833

1-877-233-2489

www.toronto.ca/ems
emscpr@toronto.ca

The First Aid Training Company Inc.

(Province-wide)
120 Newkirk Road
Unit 20
Richmond Hill ON L4C 9S7
(905)-737-CPR1 (2771)
firstaid@aci.on.ca

**First Link First Aid & CPR
(York Region and Greater
Toronto Area)**

P.O. Box 1158
Sharon ON L0G 1V0
(905) 898-1250
Fax: (905) 478-4706
ontariofire@zing-net.ca

**HeartSafe Emergency Medical
Solutions (E. M. S.)**

(Province-wide)
33 King Street West
Bolton ON L7E 5T5
(416) 410-4911
1-888-322-3791
www.heartsafe.ca

**HeartZap Services Inc.
(Province-wide)**

Box 21041
North Bay ON P1B 9N8
(705) 494-8488
1-866-764-8488
www.heartzap.ca

**Lifetech Canada
(Province-wide)**

220 Duncan Mill Road Suite 611
Toronto ON M3B 3J5
(416) 410-5433

**Lifesaver 101 First Aid &
CPR Training Inc.**

(Province-wide)
415 Bloor Steet West Ste. 200
Toronto ON M5S 1X6
(416) 538-5900
1-866-4-CPR-101
www.lifesaver101.com
info@lifesaver101.com

**Lifesaving Society
(Province-wide)**

322 Consumers Road
Toronto ON M2J 1P8
(416) 490-8844
experts@lifeguarding.com
www.lifesavingsociety.com

**Link to Life Seminars Inc.
(Province-wide)**

130 Bridgeland Ave.
Suite 200
Toronto ON M6A 1Z4
1-800-663-LINK (5465)
www.linktolifeseminars.com

Medi-Facts

(Province-wide)
4 Baltimore Road
Barrie ON L4M 5M7
(705) 726-4430
1-877-393-FACT (3228)
medfxtraining@aol.com

**Orillia First Aid & Safety Training (FAST)
(Orillia and central Ontario)**

97 Dunlop St
Orillia ON L3V 5P3
(705) 325-3640
orilliafast@canada.com

**Perri-Med First Aid/CPR Training
(Province-wide)**

2277 Howard Avenue
Windsor ON N8X 3V2
(519) 252-4174
1-888-807-3333
www.perrimed.com
info@perrimed.com

RCR Safety Corporation

(Province-wide)

169 Marica Avenue
Oshawa ON L1G 3G9
(905) 579-8949

Rescue 7 Emergency Training Services Inc.

(Province-wide)

245 Riviera Drive Unit 8
Markham ON L3R 5L9
(905) 474-0770
1-888-294-4208
www.rescue7.net
training@rescue7.net

Safety On Scene Limited

(Province-wide)

53 McClenny Drive
Aurora ON L4G 5P5
(905) 751-0149
1-866-706-7283
info@fast-rescue.com
www.fast-rescue.com

STS Safety Training Seminars

(Province-wide)

3701 Chesswood Drive
Suite 217
North York ON M3J 2P6
(416) 635-7800
1-877-769-0799
www.stscanada.com
info@stscanada.com

St. John Ambulance

(Province-wide)

15 Toronto Street, 8th Floor
Toronto ON M5C 2E3
(416) 923-8411
Fax: (416) 923-4856
(or local branch listed in
the telephone directory)
www.sja.ca

Second Chance CPR

(Essex County)

1445 Victoria Avenue
Windsor ON N8X 1P2
(519) 977-7017

Vital Link Training Services

(Niagara/Hamilton/Wentworth regions)

17 Farewell Crescent
Smithville ON L0R 2A0
(905) 957-1986
(416) 520-5554
www.vitalinkonline.com

Vital Response

(Province-wide)

2 Winston Blvd
Cambridge ON N3C 1L4
(519) 220-0881
(416) 899-6894
kristin@vitalresponse.ca

Wilderness Medical Associates of Canada

(Province-wide)

1100 Main St W Suite 106
Hamilton ON L8S 1B3
(905) 524-5531
1-877-WILDMED (945-3533)
www.wildmed.ca
office@wildmed.ca

Workplace Safety and Insurance Board Offices

Guelph

1 Stone Road West, 4th Floor
Guelph ON N1G 4Y2

Telephone: (519) 826-4650
Toll-free: 1-888-259-4228

Hamilton

120 King Street West, 4th Floor
Hamilton ON L8P 4V2

Telephone: (905) 523-1800
Toll-free: 1-800-263-8488

Kingston

234 Concession Street, Suite 304
Kingston ON K7K 6W6

Telephone: (613) 544-9682
Toll-free: 1-800-267-9461

Kitchener

55 King Street West, Suite 502
Kitchener ON N2G 4W

Telephone: (519) 576-4130
Toll-free: 1-800-265-2570

London

148 Fullarton Street
London ON N6A 5P3

Telephone: (519) 663-2331
Toll-free: 1-800-265-4752

North Bay

128 McIntyre Street West
North Bay ON P1B 2Y6

Telephone: (705) 472-5200
Toll-free: 1-800-461-9521

Ottawa

99 Metcalfe Street, Suite 700
Ottawa ON K1P 1E8

Telephone: (613) 237-8840
Toll-free: 1-800-267-9601

Sault Ste. Marie

153 Great Northern Road
Sault Ste. Marie ON P6B 4Y9

Telephone: (705) 942-3002
Toll-free: 1-800-461-6005

St. Catharines

301 St. Paul Street, 8th Floor
St. Catharines ON L2R 7R4

Telephone: (905) 687-8622
Toll-free: 1-800-263-2484

Sudbury

30 Cedar Street
Sudbury ON P3E 1A4

Telephone: (705) 675-9301
Toll-free: 1-800-461-3350

Thunder Bay

1113 Jade Court, Suite 200
Thunder Bay ON P7B 6V3

Telephone: (807) 343-1710
Toll-free: 1-800-465-3934

Timmins

Ontario Government Complex
1270 Highway 101 East
Porcupine ON P0N 1C0

Telephone: (705) 235-6130
Toll-free: 1-800-461-9856

Toronto

200 Front Street West
Toronto ON M5V 3J1

(Ontario wide)
Telephone: (416) 344-1000
Toll-free: 1-800-387-0750
(Canada wide)
Toll-free: 1-800-387-5540

Windsor

2485 Ouellette Avenue
Windsor ON N8X 1L5

Telephone: (519) 966-0660
Toll-free: 1-800-265-7380

Send Form 7s and all claims-related documentation to:

Workplace Safety and Insurance Board
200 Front Street West
Toronto ON M5V 3J1

– OR BY FAX –

Toll-free: 1-888-313-7373
Toronto area: (416) 344-4684

www.wsib.on.ca

WSIB Workplace Safety &
Insurance Board
ONTARIO
CSPAAT Commission de la sécurité
professionnelle et de l'assurance
contre les accidents du travail