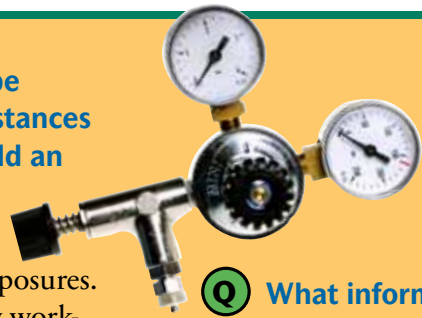


Q In a workplace, there may be exposure to dangerous substances as a matter of course. Should an exposure reporting form be submitted?

No. CEIR is only for unexpected exposures. However, records should be kept by workers whose jobs involve regular, continuous exposure to chemicals and other substances. Contact the Construction Safety Association of Ontario (CSAO) for help in developing a recording program.

Q Why should we take part in this program?

The reporting process is streamlined and easy. You can report the exposures by mail or by fax. Only one Employer's Exposure Report form (Form 3886A), listing all workers involved, is needed per incident. Information about your unexpected exposure will be available in a database at the WSIB. If you ever need this information in future years, it can be easily retrieved, even if the employer has gone out of business. If in the future a worker develops symptoms that may be as a result of their unexpected exposure, the information on file will allow the WSIB to have access to important information for the claim.



Q What information will CEIR store?

The database will store the following information:

- name(s) of the workers affected
- date of the unexpected incident
- location of the incident
- type of incident (spill, leak, rupture, fugitive emission, physical contact, etc.)
- type of exposure (chemical, biological agent, physical or infectious substance)
- investigation reports
- name(s) of employer or constructor.

Q What happens to the information once it is sent to the WSIB?

When the WSIB receives an exposure form, an acknowledgement letter is sent to the employer and worker, providing a claim number for future reference. The WSIB keeps exposure information on behalf of workers and employers in a special database so that it can be quickly retrieved by the WSIB decision maker if there is an illness in the future.

INFORMATION

Employer and Worker Exposure Incident
Exposure forms can be found on the WSIB
website: www.wsib.on.ca
Forms should be completed and forwarded to:

By Mail

Workplace Safety and Insurance Board
Construction Exposure Incident Reporting (CEIR)
Program
200 Front Street West, 4th Floor
Toronto, Ontario M5V 3J1

By Fax

416-344-5600
1-888-313-7373

For more information on the CEIR program, please contact:

Workplace Safety and Insurance Board
CEIR Program
200 Front Street West, 4th Floor
Toronto, Ontario M5V 3J1

TOLL FREE: 1-800-465-9646
LOCAL DIALING: 416-344-1010
E-MAIL: CEIR_project@wsib.on.ca
WEBSITE: www.wsib.on.ca
TTY: 1-800-387-0050

For more information on developing a recording program, please contact:

Construction Safety Association of Ontario (CSAO)
21 Voyager Court South
Etobicoke, Ontario M9W 5M7

TOLL FREE: 1-800-781-2726
LOCAL DIALING: 416-674-2726
E-MAIL: info@csao.org
WEBSITE: www.csao.org

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

Construction Exposure Incident Reporting (CEIR)

Helping
construction
workplaces
prevent
hazardous
exposures



WSIB
ONTARIO
CSPAAT

ROAD TO
ZERO

Construction Exposure Incident Reporting (CEIR)

Q What is the Construction Exposure Incident Reporting (CEIR) program?

CEIR is a voluntary program that gives construction employees and employers the opportunity to report an unexpected incident in the workplace that results in:

- a leak, spill, explosion or release of a dangerous chemical or physical substance; or
- contact with an infectious substance.

The purpose of CEIR is to gather information about the exposure while it is readily available, should the worker become ill in the future.



Q When should we report?

The exposure reporting forms should be completed at the time of the exposure, prior to the worker becoming ill or losing time from work.

Do not submit the exposure reporting forms if the worker loses time from work or needs medical treatment, tests or prescription medicine as a result of the exposure. Instead, fill out a Worker's Report of Injury/Disease (Form 6) and an Employer's Report of Accident (Form 7) and send them to the WSIB.

Q What is the reporting procedure?

An unexpected exposure to a hazardous or infectious substance should be reported to the project superintendent/constructor/employer and to the Joint Health and Safety Committee



(JHSC) or to the Health and Safety Representative for the project selected under Section 8 of the Ontario *Occupational Health and Safety Act*.

JHSC or Health and Safety Representative should investigate the unexpected exposure and, if confirmed by the JHSC or representative, will submit a report of the exposure to the WSIB using the Employer's Exposure Incident Form (Form 3886A).

If the exposure occurs at a small project where a JHSC has not been established or a Health and Safety Representative is not required, the worker and the supervisor should investigate the unexpected exposure and report the exposure to the WSIB using the Employer's Exposure Incident Form (Form 3886A).

In both instances, the worker may also choose to fill out a Worker's Exposure Incident Form (Form 3885A) and submit it to the WSIB.

Forms are available on the WSIB website: www.wsib.on.ca

The WSIB will acknowledge receipt of the Exposure Forms and provide claim numbers to use in case access to this information is required in the future. Both exposure reports will be kept on file at the WSIB in the CEIR database.



Example 1

Joint Occupational Health and Safety Committee

John noticed a strong odour in his work area. Later it was found that the plant he was working in experienced a brief release of a dangerous substance. After this, his eyes and throat were sore for half an hour. John reported the incident to his supervisor and Joint Health and Safety Committee (JHSC) right away. The supervisor, along with the JHSC, investigated the incident and sent an Employer's Exposure Incident Form (3886A) to the WSIB. John and his co-workers chose to complete a Worker's Exposure Incident Form (3885A) and provided it to the supervisor/JHSC, who attached it to the Employer's Exposure Form and forwarded it to the WSIB along with their report. John and his co-workers could also forward the Worker's Exposure Form directly to the WSIB if they wished.

Example 2

Health and Safety Representative

Jim was opening a flange on a piping system that had been drained. When the bolts were loosened, the flange cracked. Trapped fluid sprayed out and soaked Jim who became concerned that he might develop an illness. Jim went to see his supervisor and Health and Safety Representative to discuss his concern that the fluid may be hazardous. The supervisor, with the Health and Safety Representative, investigated the incident and the fluid, completed an Employer's Exposure Incident Form (3886A) and sent it to the WSIB. Jim and his co-workers chose to complete a Worker's Exposure Incident Form (3885A) and provided it to the supervisor or the Health and Safety Representative to be sent along to the WSIB with the employer's report. Jim could also choose to forward the Worker's Exposure Incident Form directly to the WSIB.

Example 3

No JHSC or Health and Safety Representative

Paul was working on a small construction site when he noticed an unidentified spill. He did not experience any symptoms, but was concerned that the spill may have exposed him to a hazardous substance. There was no JHSC or Health and Safety Representative on site, so Paul reported the spill to his supervisor. The supervisor investigated the source of the spill. Paul's supervisor completed an Employer's Exposure Incident Form (3886A) and sent it to the WSIB. Paul and any other workers who may have been exposed to the spill chose to complete a Worker's Exposure Incident Form (3885A) and forward and provide a copy to his supervisor to attach to the Employer's Exposure Incident Form. Paul and his co-workers could also forward the Worker's Exposure Incident Form directly to the WSIB.