



### **EMPLOYEE RESPONSIBILITIES**

1. Promptly receive first aid.
2. Notify your supervisor immediately of any injury, including injuries which do not require medical attention or lost time.
3. Choose a doctor or other qualified practitioner (hospital, physician, chiropractor, physiotherapist, registered nurse -extended class, dentist).
4. Complete and return all report forms received from the WSIB.
5. In the case of a lost time injury, keep your supervisor updated as to your progress.

### **SUPERVISOR RESPONSIBILITIES**

1. Ensure that first aid is received.
2. Provide transportation for the employee to a medical facility or to their home.
3. Investigate the accident and determine causes and make necessary changes.
4. Send a completed accident report to the Office of Environmental Health and Safety within 24 hours.

### **IN THE EVENT OF A CRITICAL INJURY, SUPERVISORS ARE RESPONSIBLE FOR:**

1. Procuring immediate medical attention.
2. Notifying the:
  - University of Toronto Police at: 978-2222
  - Office of Environmental Health and Safety at: 978-4467
  - Ministry of Labour (8:30 a.m. to 5:00 p.m.): 416-314-5421 or 1-800-991-7454;  
(Nights/Weekends/Holidays): 416-325-3000 or 1-800-268-6060
  - Appropriate Joint Health and Safety Committee for that workplace
  - Appropriate Union member representing the injured employee
  - Health & Well-Being Programmes & Services 416-978-8804
3. Ensuring the site of the accident remains undisturbed until a Ministry of Labour inspector has arrived.
4. Preparing a written report of the circumstances of the accident