

Return to Work - Additional WSIB Forms

Additional forms are available from the WSIB to help the Return to Work process by providing clear information to all involved parties (i.e. the worker, employer, health professional and WSIB). These forms are not reproduced here, but links to the WSIB website are provided for online completion.

WSIB Form 7 – Employer's Report of Injury/Disease

- COMPLETE THIS FORM AND SUBMIT TO WSIB FOR EVERY INJURY INVOLVING LOST TIME OR MODIFIED DUTIES
- Provides preliminary information on injury details from employer to WSIB and worker
- Initiates process of returning injured worker to work using subsequent forms

WSIB Form 1492 – Worker's Claim/Consent Form

- COMPLETE THIS FORM WHEN UNABLE TO OBTAIN INJURED EMPLOYEE'S SIGNATURE ON A FORM 7
- Keep 1 copy and send copies to the injured worker and the Treating Practitioner
- To be completed by employer
- Copies to be sent to the employee and to the health professional for Return to Work program

WSIB Form 156 – Treatment Memorandum

- COMPLETE THIS FORM AND SUBMIT TO THE TREATING PRACTITIONER AFTER INJURED WORKER RECEIVES TREATMENT
- Provides communication between employer and treating Health Professional/Hospital with respect to an employer contact and who, what, and when of injury

WSIB Form 2647 – Functional Abilities Form for Timely Return to Work

- COMPLETE THE EMPLOYER SECTIONS OF THIS FORM AND SUBMIT TO TREATING PRACTITIONER FOR COMPLETION
- Provides clear information from the Health Professional to the WSIB about capabilities and limitations of the worker's current physical condition
- Allows employer to choose suitable modified work for injured worker

WSIB Form 9 – Employer's Subsequent Report

- COMPLETE THIS FORM AND SEND BACK TO WSIB
- Provides information from the employer to the WSIB when the injured worker returns or is able to return to work

Letter to Health Care Practitioner

- Notifies Health Care Practitioner that a Return to Work program exists to re-introduce the injured worker into a productive capacity
- Provides instructions on completion and delivery of forms

Letter to Worker

- Informs worker of their role in the Return to Work process
- Provides instructions on completion and delivery of forms

Duties and Precautions Form – Return to Work Plan

- Acknowledges physical limitations as identified in worker's completed WSIB Form 2647 – Functional Abilities Form
- Identifies physical components of work to be performed
- Sets out a plan for modified duties and gradual increase of workload
- Sets out weekly objectives over an 8-week period
- Examples of modified work could be:
 - a. General clean up
 - b. Sweeping (when no lifting allowed)
 - c. Material handler (when light lifting allowed)
 - d. Material receiver
 - e. Equipment cleaning
 - f. Inventory
 - g. Design layout (training required)
 - h. Secondary supervision/foreman
 - i. Safety representative/accident investigator
 - j. Project traffic control
 - k. Signal person