

TDA Landscape services Inc.
WORKPLACE INJURY INFORMATION SHEET

If you have been injured on the job, you may be entitled to Workplace Safety and Insurance Board ("WSIB") benefits. The following information is to guide you through the WSIB process following a workplace injury.

1. FIRST-AID AND HEALTHCARE

- Obtain the necessary treatment for your injury, if required, immediately following the accident
- Tell your healthcare provider that your injury happened at work
- Ask your healthcare provider to complete a Workplace Safety and Insurance Board ("WSIB") Report and send it to the WSIB

2. REPORT THE INCIDENT

a. Notify TDA LANDSCAPE SERVICES INC.

- Tell TDA LANDSCAPE SERVICES INC. about your injury and the details of the accident as soon as possible
- Disclaimer: TDA LANDSCAPE SERVICES INC. will seek indemnity of any WSIB fees incurred in the event that you fail to inform TDA LANDSCAPE SERVICES INC. of your accident
- With the information you have provided to TDA LANDSCAPE SERVICES INC, it will complete and submit its Report to the WSIB to protect your interests
- A copy of TDA LANDSCAPE SERVICES INC Report will be provided to you

b. Complete FORM 6

- In addition to the Report completed by TDA LANDSCAPE SERVICES INC. regarding your accident, you are also required to complete and submit FORM 6
- FORM 6 is attached to this pamphlet for your convenience

FORM 6

1. Print clearly with black ink
2. Your employer is TDA LANDSCAPE SERVICES INC; provide TDA LANDSCAPE SERVICES INC. contact information on the FORM 6 under "Employer Information"
3. Don't forget to sign and date FORM 6 upon completion
4. After you have completed FORM 6:
 - Mail your FORM 6 to:
Workplace Safety and Insurance Board
200 Front Street West
Toronto, ON M5V 3J1
 - OR**
 - Fax your FORM 6 to:
416-344-4684
Toll Free: 1-888-313-7373
5. Provide a copy of your FORM 6 to TDA LANDSCAPE SERVICES INC.
6. Don't forget to keep a copy of FORM 6 for your records

- If you have reported your injury/illness to the WSIB on your own, please don't forget to advise TDA LANDSCAPE SERVICES INC. immediately so that it may submit the required forms to support your claim

3. WATCH FOR DEADLINES

Injuries

- You have 6 months from the date of the accident to make your claim for WSIB benefits

Occupational Diseases

- You have 6 months from the date you learned of the disease to make your claim for WSIB benefits

4. ELIGIBILITY FOR BENEFITS

- You will be eligible for WSIB benefits if you fall into one of the following three categories:

Category #1

- a. You received healthcare to treat the injury/illness, not including first-aid that is provided by a person other than a medical practitioner; and
- b. You lost time or wages from work, not including the day of the accident/illness

Category #2

- a. You received healthcare to treat the injury/illness, not including first-aid that is provided by a person other than a medical practitioner; and
- b. You continued to work following the accident/illness, but on partial hours only

Category #3

- a. You did not receive treatment for your injury/illness from a healthcare professional; and
- b. You had to do different work due to the injury/illness for more than 7 days following the accident

5. COVERAGE

- Your WSIB benefits may cover the following:
 - Healthcare costs to treat the injury/illness;
 - Medications prescribed for your injury/illness; and
 - Temporary income (wages lost while recovering)

6. CONTACT THE WSIB

- If you have any further questions, contact the WSIB at 1-800-387-0750 or 416-344-1000, or visit the website at www.wsib.on.ca

7. DISMISSAL FROM A JOB-SITE

- Remember, you are an employee of TDA LANDSCAPE SERVICES INC. not the company you are sent to do work for. If the company running the job-site dismisses you following an accident or injury, you cannot claim "wrongful dismissal" nor request "notice" or "termination pay in lieu of notice" If you are dismissed from a job as a result of an injury, we still provide you with your full wages for the day and will make best efforts to place you at another "light-duty" job to accommodate your injury.