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## **Injury Package - Workplace Injury or Illness (WSIB)**

All work-related incidents, illnesses and injuries must be reported by completing the [Illness or Injury Incident Report Form](#) [1] and submitting it to Occupational Health and Wellness (OHW) by fax 519-780-1796 or upload to the [OHW Secure Drive](#) [2] within 24 hours of the incident.

In the event of a workplace injury or illness, where outside medical assistance is required (health care) or may potentially be required an [Injury Package](#) [3] must be obtained by the employee, usually provided by the Supervisor. This package includes: the WSIB Employee Report of Injury/Disease (Form 6), WSIB Functional Abilities Form (Form 8), a letter to the employee, and a letter to the health care practitioner.

The Form 8 must be completed by a physician or regulated healthcare practitioner and returned by the employee to OHW by fax 519-780-1796 or upload to the [OHW Secure Drive](#) [2] **before** the next workday.

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### **Source**

**URL:** <https://www.uoguelph.ca/hr/about-hr/occupational-health-and-wellness-ohw/injury-package-workplace-injury-or-illness-wsib>

### **Links**

[1] <https://www.uoguelph.ca/hr/system/files/05.29.2025%20-%20Incident%20Report%20Form.pdf> [2] [https://uoguelphca-my.sharepoint.com/personal/ohw\\_uoguelph\\_ca/\\_layouts/15/onedrive.aspx?p=26&amp;s=aHR0cHM6Ly91b2d1ZWxwaGNhLW15LnNoYXJlcG9pbmQuY29tLzpmOi9nL3BlcnNvbml29od191b2d1ZWxwaF9jYS9FbHc4aEp0SmFYdFBxSk1TaWdOd0RYWUI4d3pVdINRd016T3I0ZDg5ODM1dUZn&amp;originalPath=aHR0cHM6Ly91b2d1ZWxwaGNhLW15LnNoYXJlcG9pbmQuY29tLzpmOi9nL3BlcnNvbml29od191b2d1ZWxwaF9jYS9FbHc4aEp0SmFYdFBxSk1TaWdOd0RYWUI4d3pVdINRd016T3I0ZDg5ODM1dUZnP3J0aW1IPXYxRVdKSzBwMlVn](https://uoguelphca-my.sharepoint.com/personal/ohw_uoguelph_ca/_layouts/15/onedrive.aspx?p=26&amp;s=aHR0cHM6Ly91b2d1ZWxwaGNhLW15LnNoYXJlcG9pbmQuY29tLzpmOi9nL3BlcnNvbml29od191b2d1ZWxwaF9jYS9FbHc4aEp0SmFYdFBxSk1TaWdOd0RYWUI4d3pVdINRd016T3I0ZDg5ODM1dUZn&amp;originalPath=aHR0cHM6Ly91b2d1ZWxwaGNhLW15LnNoYXJlcG9pbmQuY29tLzpmOi9nL3BlcnNvbml29od191b2d1ZWxwaF9jYS9FbHc4aEp0SmFYdFBxSk1TaWdOd0RYWUI4d3pVdINRd016T3I0ZDg5ODM1dUZnP3J0aW1IPXYxRVdKSzBwMlVn) [3] <https://www.uoguelph.ca/hr/system/files/05.30.2025%20-%20University%20of%20Guelph%20Injury%20Package.pdf>