

Ministry of Labour, Training and Skills Development - Notice of Occupational Illness

If you are advised that a worker (**current or former**) has an occupational illness, or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board the following actions must be taken:

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| <p>1. You must notify, in writing, within 4 days of being advised:</p> <ul style="list-style-type: none">a. A director of the Ministry of Labour, Training and Skills Developmentb. Your Joint Health and Safety Committee or Health and Safety Representativec. The union (if there is one) |
| <p>2. Complete the report on page 2 with the information to be included in the Ministry of Labour, Training and Skills Development (MLTSD) report respecting an Occupational Illness involving your Worker.</p> <p>It is recommended that the Corporate Health and Safety Advisor review the report prior to submitting to the MLTSD</p> <p>***This Report MUST be typed (not hand written) with appropriate letterhead and logo***</p> |
| <p>3. Address the notice to, "Attention: Director" and then mail or fax the notice (page 2), to the Ministry of Labour, Training and Sills Development regional office closest to your workplace.</p> <p>You may also email your notice to MLTSDoccillness.notices@ontario.ca</p> |
| <p>4. Forward a copy of the notice to the parties listed at the end of the report on page 2.</p> |

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Background Information	
Date of Report	
Address of Exposure	
Location of Exposure	
Supervisor Name & Title	
Date of Exposure	
Time of Exposure	
Exposed Worker Information	
Name of Worker	
Job Title	
Home Address	
Telephone Number	
Witness Information	
Name of Witness	
Job Title	
Home Address	
Telephone Number	
Health Care Practitioner Information	
Name of Practitioner	
Job Title	
Address	
Describe the Incident and Nature of Exposure (including any PPE)	
Steps Taken to Prevent Recurrence	
Supervisor Signature:	Date:

Fax a copy of this report to The MLTSD @ **905-577-1316**

Forward a copy of this report to:

- Worker's Union
- JHSC Co-Chairs
- Divisional Director
- Employee Health Services via fax (905-685-5355) or email (ehs@niagararegion.ca)