

To qualify for base wage and vacation time reimbursement the following must occur:

- The person must be a designated certified member representing workers on a Joint Health & Safety Committee on a construction project
- **Note:** The construction project must last 3 or more months and employ 50 or more workers
- The person must have successfully completed all training and have a certification number

The following information must be provided:

- A letter from the person's union stating that the person has been selected as a designated certified member representing workers; and/or
- A letter from the employer or general contractor stating that the person was selected as the designated worker representative and is the designated certified member representing workers on a construction project

Company or Union Contact Name		Company or Union Contact Telephone	
Address (number, street, apt., suite, unit), City/Town, Province, Postal Code			
Contact Email			
Designated Certified Member's Name		Certification ID Number	
Construction Health and Safety Representative (or equivalent) Training Dates (max. 5 days)			
Sector-specific Training Dates (max. 5 days)		Simulated Hazard Analysis Training Dates (max. 3 days)	
Project Name			Project Number
Project Address (number, street, apt., suite, unit), City/Town, Province, Postal Code			
Size (number of people employed) (50 or more)		Project Start Date (dd/mm/yy)	Project End Date (dd/mm/yy)
Do you accept VISA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cheque Payable to:		

Invoice Requirements

- An invoice must be on company or union letter head outlining the hourly rate (rate set at the time of taking the training), from either the employer or union and the total reimbursement amount requested
- A union or employer may claim for a designated certified member representing workers only once
- The maximum reimbursement is for 13 days, 8 hours per day and 40 hours per week. Max – 104 hours at the set base hourly rate and 4% vacation effective when the training was taken. A breakdown of the wages may be requested by the WSIB.

Submit this form and all documentation by email to marie_babic@wsib.on.ca or by mail to:

Marie Babic, Executive Assistant, Workplace Safety & Insurance Board, 200 Front St West, 11th Floor Toronto, ON M5V 3J1

For further information please contact: Marie Babic, 416-344-2664