



Human Resources
Health, Safety & Well-being
Your Health.
Your Safety.
Your Well-being.

**Extended WSIB Coverage
Request Form for Employees Working Outside Ontario for Longer than Six Months**

Name: _____

Position: _____

Employee Number: _____

Home Address: _____

Phone Number: _____

Department: _____

Email: _____

Details of Your Expected Work outside Ontario for Longer Than Six Months

Assignment Location: _____

Departure Date: _____

Return Date: _____

Reason for Leaving: _____

Print – Department Chair Name

Print – Employee Name

Department Chair Signature

Employee Signature

Date

Date

(Please return completed form to Room 4159, Support Services Building or to hsw@uwo.ca)

Workplace Safety and Insurance Board (WSIB) Benefits While Working Outside of Ontario

Under Section 18(2) of the Workplace Safety and Insurance Act (the Act), Ontario residents are automatically covered while working outside of Ontario, for a period of less than six months. An extension of up to three years may also be granted upon request, under Section 18(3) of the Act.

If an employee's work takes him/her out of Ontario for less than six months, coverage is automatic as long as work is being done for the university. However, if this work is likely to last six months or longer, the University must apply to the Workplace Safety and Insurance Board (WSIB) to extend the coverage.

Procedure to Ensure Coverage is Granted

1. The Employee/Department Chair must complete the Extended Coverage Request Form and include the destination, departure date, return date, occupation, and current department.
2. The completed form must be forwarded to Health, Safety & Well-being, Support Services Building, room 4159 or to hsw@uwo.ca at least 4 weeks prior to departure.
3. Health, Safety & Well-being will seek approval for the extension of coverage from WSIB.
4. Health, Safety & Well-being will notify the employee and/or the Department Chair.