



Workplace Safety
& Insurance Board
Commission de la sécurité
professionnelle et de l'assurance
contre les accidents du travail

Mail to:
200 Front Street West,
Toronto ON
M5V 3J1

OR Fax to:
416 344-4684
OR
1-888-313-7373

Determining Worker/ Independent Operator Status

Courier Industry

Introduction

Your response to the statements in PART 2 will indicate whether you are an independent operator under the *Workplace Safety & Insurance Act* (the Act).

Workers are entitled to benefits provided by the Act and their employers must pay premiums to the Workplace Safety and Insurance Board (WSIB).

Independent operators are not automatically covered under the Act but may elect to be considered "workers" and be covered under the Act. If independent operators choose to be covered, they must obtain optional insurance in their own WSIB accounts. The independent operator is responsible for paying for their own WSIB insurance. Once they have obtained optional insurance with the WSIB, the independent operators and their dependents may lose their right to sue for damages resulting from a work-related accident. The amount of optional insurance selected must reflect the independent operator's annual earnings for labour. The minimum period for optional insurance is three months.

Company means the firm that hires and pays the individual to pickup and deliver packages, parcels or letters.

Who should complete this questionnaire?

- Individuals who drive vehicles to pickup and deliver packages, parcels or letters
- The company(ies) that hire them (or their respective representatives).

Note : Couriers who collect or deliver on foot or by bicycle are considered workers and should not complete this questionnaire.

After completing Part 2 of this questionnaire, if the responses indicate that the individual is an independent operator, the individual and the company must sign the questionnaire on page 2 to verify that the statements reflect the work relationship and send it to the Workplace Safety and Insurance Board, Employer Service Centre, 200 Front Street West, Toronto ON M5V 3J1 for confirmation.

The independent operator may request optional insurance and the establishment of their own WSIB account in the "REQUEST FOR OPTIONAL INSURANCE" section on page 3.

Part 1

Please fill in the blanks or check the appropriate box.

Describe the work that the individual performs?

State what equipment and vehicle the individual owns, rents or leases which is required to courier packages, parcels or letters (i.e. car, van, two-way radio, pager, cellular phone).

Does the individual hire any help?

Y

N

Does the individual have a previous or current WSIB account number?

Y

N

If yes, please state the account number.