



## Workplace Safety and Insurance Appeals Tribunal (WSIAT) WSIAT Decision Database Search Tipsheet

### WSIAT Decision Database Search Tipsheet

All decisions of the Workplace Safety and Insurance Appeals Tribunal (WSIAT) are contained in the [WSIAT Decision Database](#) on the WSIAT website. There are approximately 86,000 decisions, and new decisions are added regularly.

The WSIAT Decision Search allows you to search WSIAT decisions by using the search tools listed below. You can search using one or more search criteria at the same time. This Tipsheet will give you information about how to best use these search tools.

#### Decision Number

If you know the decision number of the decision you want to find, you can type the name into the field that says Decision #. Some decisions will have a letter after the number such as an “I” or an “R”, indicating that the decision is an interim or reconsideration decision. In the example below, searching for 312/17 will show results for all decisions in that appeal including any interim or reconsideration decisions.

WSIAT Decision Search

Decision #: 312/17

Release Date Range: [dropdown] [dropdown] [dropdown] to: September 20 2021

Structured Keywords: [input] All words (includin [dropdown]

#### Date Range

You can search for a decision based on the date it was released using the Date Range field. You can select the dates you want to search within by choosing them from the drop down menu. Please note that the oldest WSIAT decisions are from 1986 and the date in the “to” field will default to today’s date. In the example below the search is for a decision that was released between Jan 15, 2020 and Feb 15, 2020.

**WSIAT Decision Search**

**Decision #:**

**Release Date Range:**    **to:**

**Structured Keywords:**

## Structured Keyword

Structured Keywords are words or phrases that WSIAT lawyers assign to WSIAT decisions to describe the subject matter of the decisions.

The best way to find a Structured Keyword is to click on the “Find Keyword” button in the lower right corner of the Decision Search page, which opens the Keyword Directory page, and allows you to search for a Keyword that describes your research issue.

1. Type the words that describe your issue and click search. A list of Keywords will appear that contain the words you entered.
2. Select the Keyword that best describes your issue. If no Keywords appear, try searching with different words to describe the issue you are researching.
3. Click “Add to Search”.
4. The Keyword you selected will appear in the Selected Keywords box.
5. Click on Decision Search.

**Decision Keyword Directory**

**Keyword Contains:** 1  All words (includin ▼)

**Keywords:**

- Arising out of employment (parking lots)
- Board Directives and Guidelines (parking lots)
- Board Directives and Guidelines (parking lots) (validity)
- 2
- Parking lot attendant

3

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**Selected Keywords:** 4

5

After clicking Decision Search you will be taken back to the Decision Search page and the Keyword you selected will appear in the Structured Keyword field.

**WSIAT Decision Search**

**Decision #:**

**Release Date Range:**    **to:** September ▼ 2 ▼ 2021 ▼

**Structured Keywords:**  Any Keyword ▼

If you know that a Keyword exists, because you have seen it listed at the top of another decision for example, you can type the word directly into the Structured Keyword field. Your results will be broader than if you chose an exact Keyword from the directory.

**WSIAT Decision Search**

Decision #:

Release Date Range:    to: September  3  2021

Structured Keywords:  All words (includin

## Summary Contains

About 40% of WSIAT decisions are summarized by Tribunal lawyers. The summaries usually contain key facts and legal issues that are addressed in the decision.

When you search using the “Summary Contains” field you are searching the contents of summaries, not the full text of the decisions. You can search the “Summary Contains” field for both legal concepts and facts. This search shows a Keyword search for parking lot injuries with a search for summaries that mention a motorcycle.

**WSIAT Decision Search**

Decision #:

Release Date Range:    to:

Structured Keywords: 

- In the course of employment (parking lots)

 Any Keyword

Summary Contains:  All words (includin

This search should provide a list of decisions that involve both a parking lot injury and a motorcycle.

## Name of Vice Chair or Side Member

If you want to find a decision that was heard by a particular Vice Chair or Side Member, you can search using their first or last name. Please make sure names are spelled correctly or your search will not find any results.

**WSIAT Decision Search**

Decision #:

Release Date Range:    to:

Structured Keywords:  All words (includin

Summary Contains:  All words (includin

Panel (First/Last):   Any Position

### References – WSIB Policy Document

If you are looking for a WSIAT decision that talks about a particular WSIB policy, you can find those by using the References field. Search by typing in the WSIB Policy Document number. The results in the example below will be decisions that discussed OPM Policy No. 15-03-04.

Summary Contains:  All words (includin

Panel (First/Last):   Any Position

References  All words (includin

### References – Cited Decision

If you are trying to “note up” WSIAT decision or find decisions that have considered an older WSIAT decision, you can do that with using the References field. Below is a search for decisions that have considered *Decision No. 1177/16*.

Panel (First/Last):   Any Position

References  All words (includin

### References – Section of the Act

If you want to find decisions that reference a particular section of the *Workplace Safety and Insurance Act* (WSIA) or the *Workers' Compensation Act* (WCA) use the drop down menu under “References” to select “Section of the Act”.

To find decisions you can type either WSIA or WCA followed by the section number you want. In this example the search is looking for decisions that consider s. 31 or the *Workplace Safety and Insurance Act*.

The screenshot shows a search interface with a dropdown menu labeled 'Section Of the Act' on the left. To its right is a search input field containing the text 'wsia 31', which is highlighted with a red rectangular box. Further right is another dropdown menu labeled 'All words (includin'. Below the search input field, there is a 'Filters:' section with two checkboxes: 'Noteworthy Decisions Only' and 'Summarized Decisions Only'. The 'Noteworthy Decisions Only' checkbox is checked.

### Noteworthy

You can use the Noteworthy filter to limit your results to decisions that have been deemed “noteworthy” by the WSIAT. Noteworthy Decisions are posted on the WSIAT website and often deal with new or significant legal issues. The example below shows a search for Noteworthy Decisions that deal with parking lot accidents.

The screenshot shows a search interface with several sections. On the left, there are dropdown menus for 'References' and 'Panel (First/Last)'. The 'Structured Keywords:' section contains a list with one item: 'In the course of employment (parking lots)'. To the right of this list are three dropdown menus labeled 'Any Keyword', 'All words (includin', and 'Any Position'. Below the 'References' dropdown is a 'Filters:' section with two checkboxes: 'Noteworthy Decisions Only' and 'Summarized Decisions Only'. The 'Noteworthy Decisions Only' checkbox is checked and highlighted with a red rectangular box.

### Other Resources

WSIAT decisions are also available to search on the website [CanLII](#). For help searching decisions on CanLII you can refer to the tipsheet: [Finding WSIAT Decisions on CanLII](#).

If you are having difficulty with your research, the librarians at the Ontario Workplace Tribunals Library are available to help you free of charge. You can contact the library with your questions at [owtl@wst.gov.on.ca](mailto:owtl@wst.gov.on.ca).