Incident and Injury Reporting

To report an injury, incident or accident including emergencies and critical injuries, please follow the University Injury Reporting Process [1] and complete the Incident Reporting Form. [2]

Report Hazardous Situations to your Supervisor and complete the Incident Reporting Form [2], so that they may be dealt with as quickly as possible. EHS may also be informed if further assistance is required. Hazardous Situations include 1) Near-Miss Incident or 2) Potential Exposure Incident.

Report a Near-Miss Incident (an unplanned event that did NOT result in injury, illness or property loss but had the potential to do so) to your immediate Supervisor and complete the Incident Reporting Form. [2]

Report a Potential Exposure (an unexpected workplace exposure to a leak, spill, rupture, emission, or a release of a dangerous chemical or physical agent (including radiation) or contact with an infectious substance or biological agent) to your immediate Supervisor and complete the Incident Reporting Form. [2]

Hazardous Situations that are easily addressed should be corrected immediately. Those that require a work order to address or emergency repairs should be submitted to Physical Resources Work Order Desk [3], this includes the reporting of winter hazardous conditions that may require snow removal, salting or sanding.

Please ensure that copies of the Incident reports are sent to the bargaining group [4] and local JHSC, as applicable.

For reporting workplace harassment or workplace violence please use the Workplace Harassment Reporting Form [5] or the Workplace Violence Reporting Form [6] respectively.

Source URL:https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/incident-and-injury-reporting

Links
[1] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/incident-and-injury-reporting/injury-reporting-process [2] https://www.uoguelph.ca/hr/system/files/Incident%20Reporting%20Form_1.pdf [3] https://www.pr.uoguelph.ca/about-us/physical-resources-services [4] https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-group-contact-information [5] https://www.uoguelph.ca/hr/system/files/Workplace%20Harassment%20Reporting%20Form.pdf [6] https://www.uoguelph.ca/hr/system/files/Workplace%20Violence%20Reporting%20Form.pdf