

## 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.

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**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](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>