# Injury Reporting Process

## University of Guelph Injury Reporting Process

1. Assist the injured person and arrange immediate first aid and/or emergency medical aid by calling the University of Guelph Campus Safety Office at either 519-824-4120 ext. 2000 or 519-840-5000 or by using the Safe Gryphon App by calling 911.
    - For University of Guelph employees who are injured AND require medical aid, provide them with the Injury Package. This package includes a Functional Abilities Form (FAF), a letter to the employee and a letter to the health care practitioner outlining specific requirements. It can be accessed through the Occupational Health and Wellness [1] (OHW) website.
2. If the person is critically injured, meaning, they have sustained an injury of a serious nature that,
    1. Places life jeopardy;
    2. Produces unconsciousness;
    3. Results in substantial loss of blood;
    4. Involves the fracture of the leg or arm but not a finger or a toe*****;
    5. Involves the amputation of a leg, arm, hand or foot but not a finger or a toe*;
    6. Consists of burns to a major portion of the body; or
    7. Causes the loss of sight in an eye

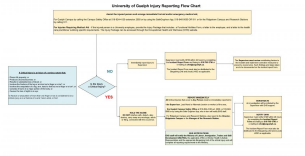
***a** fracture or amputation of more than one finger or toe is considered to be a critical injury as is a fracture of a wrist, hand, ankle, or foot.*

Then **DO NOT** interfere with, disturb, alter, destroy, carry away any wreckage, article or thing connected with the occurrence.

3. Immediately report the critical injury to the Supervisor, Lead Hand or Alternate of the area,
4. The Supervisor, Lead Hand or Alternate of the Area must immediately report the critical injury to,
    - **The University of Guelph Campus Safety Office** at either 519-824-4120 ext. 2000 or 519-840-5000 or by using the Safe Gryphon App, who will then notify EHS
    - For the **Ridgetown Campus and Research Stations** also report the critical injury to the Director of Ridgetown Campus or the Manager for the Research Station as applicable
5. EHS staff will notify the Ministry of Labour, Immigration, Trades and Skill Development (MLITSD), the applicable JHSC or Worker Health & Safety Representative and the appropriate Bargaining Unit of the critical injury and will complete all reporting requirements to the Ministry.
6. The Supervisor, with EHS support, must initiate an investigation into the cause of the incident that resulted in the critical injury and must notify Occupational Health and Wellness (OHW) within 24 hours by completing the Incident Reporting Form [2] and fax it to OHW at 519-780-1796 or email to ohw@uoguelph.ca [3]. The Supervisor must also distribute the incident report form to the appropriate bargaining group and (local) joint health and safety committee as applicable.
7. If the injury is **NOT** a critical injury then report the incident to the Supervisor, Lead Hand or Alternate of the area as soon as possible.
    - The Supervisor must notify OHW within 24 hours by completing the Incident Reporting Form [2] and faxing it to OHW at 519-780-1796 or email to ohw@uoguelph.ca [3]. The Supervisor must also distribute the incident report form to the appropriate bargaining group and local joint health and safety committee as applicable.
    - The Supervisor must review the contributing factors to the incident and corrective measures must be in place to prevent a reoccurrence. The contributing factors and mitigating measures are to be documented on the incident report form.

A poster reiterating the process for reporting critical injuries is attached below as a resource.

Figure 1. An image of the University of Guelph Injury Reporting Process in a Flow Chart.



**File attachments:** UG Injury Reporting Flow Chart.pdf [4]
Minor Cuts & Scrapes First Aid Basics - AODA.pdf [5]
Poster - When and How to Report Critical Injuries.jpg [6]

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

**Links**
[1] https://www.uoguelph.ca/hr/about-hr/occupational-health-and-wellness-ohw/injury-package-workplace-injury-or-illness-wsib [2] https://www.uoguelph.ca/hr/system/files/Incident%20Reporting%20Form_2.pdf [3] mailto:ohw@uoguelph.ca [4] https://www.uoguelph.ca/hr/system/files/UG%20Injury%20Reporting%20Flow%20Chart_0.pdf [5] https://www.uoguelph.ca/hr/system/files/Minor%20Cuts%20%26%20Scrapes%20First%20Aid%20Basics%20-%20AODA_0.pdf [6] https://www.uoguelph.ca/hr/system/files/Poster%20-%20When%20and%20How%20to%20Report%20Critical%20Injuries.jpg