University of Guelph Injury Reporting Flow Chart

**INJURY:** Assist the injury victim and arrange immediate first aid and/or emergency medical aid  
(519) 824-4120 ext. 2000 (519) 840-5000 or 911

*For injuries requiring medical aid* - For injuries requiring medical aid provide the Injury Package that includes a letter that explains the process, a Functional Abilities Form, and a letter to the health care practitioner. Accessed at the OHW website  
[https://www.uoguelph.ca/hr/staff-faculty-health-well-being/injury-illness](https://www.uoguelph.ca/hr/staff-faculty-health-well-being/injury-illness)

Is this a critical injury?  
*Injury of a serious nature that:*  
- Places life in jeopardy, or  
- Produces unconsciousness, or  
- Results in substantial loss of blood, or  
- Fractured leg or arm, or  
- Amputation of leg, arm hand or foot, or  
- Burn to more than 10% of body or  
- Loss of sight in an eye.

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If Yes:

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

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Immediately report all critical injuries to **any person** to all below:  
- **Supervisor,** Lead Hand or Alternate (senior co-worker) of the area;  
- Director at Regional Campuses;  
- **EHS** (519) 824-4120 extension 53282

**After hours EHS personnel can be reached through the Campus Police:**  
(519) 824-4120 ext. **2000** or (519) 840-5000

- **EHS staff will call the Ministry of Labour,** and the appropriate Bargaining Unit and the Worker Health and Safety Representative

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If No:

Report incident to **supervisor asap**

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The supervisor must notify OHW (Occupational Health and Wellness) within 24 hrs by completing the **Incident Report Form** and faxing to **519-780-1796**. Ensure / indicate distribution to **bargaining groups/local JHSCs**, as appropriate.

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The supervisor must initiate an **investigation** into the cause of the incident; **EHS personnel will assist** in completing the investigation. Causes and corrective measures will be documented, shared and implemented accordingly.