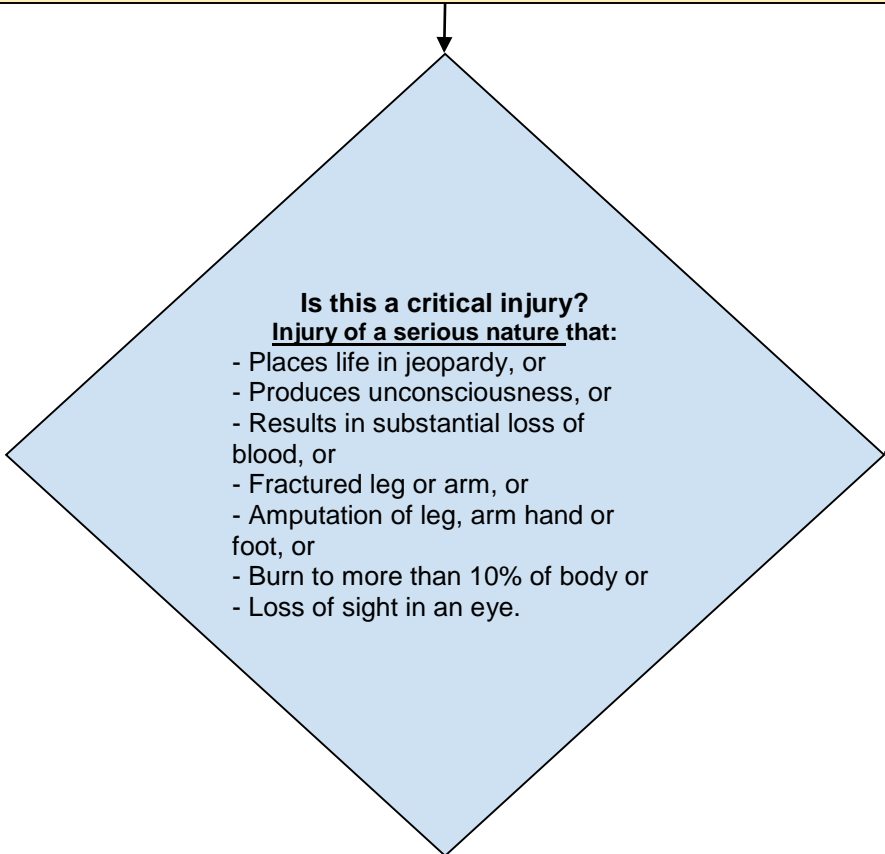


University of Guelph Injury Reporting Flow Chart

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>



No Report incident to supervisor asap

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.

The **supervisor must review** contributing factors to the incident and ensure that corrective measures are put in place to prevent a recurrence. Such findings and steps taken are to be **documented on the incident report form**. Form is distributed.

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

Yes

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

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.