University of Guelph
Injury and Incident Reporting

In compliance with the Occupational Health and Safety Act, all workplace injuries and/or diseases shall be reported by employees and students immediately to:
- their supervisor or designate who, within 24 hours, will notify
- Occupational Health and Wellness (OHW) and Environmental Health and Safety (EHS) by completing the incident report form and faxing it to 519-780-1796.

Incident reports are available from supervisors and online at https://www.uoguelph.ca/hr/hr-services-environmental-health-safety/forms

For Regional Campuses: inform supervisor or Human Resources Co-ordinator, by fax, who will in turn notify OHW.

Any changes in condition, including seeking medical attention later must also be communicated.

CRITICAL INJURIES

A critical injury is an injury to any person on University controlled property 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
- Burns to more than 10% of body, or
- Loss of sight in an eye.

Arrange immediate first aid and/or emergency medical aid (call 52000 or 911) for injured person with minimal to no disruption of the accident scene, as per Section 51(2) of the Occupational Health and Safety Act.

Immediately report all critical injuries by phone to all of the following:
- Supervisor, Lead Hand, senior co-worker or Principal Investigator on shift;
- EHS (519) 824-4120 ext.53282
After hours EHS personnel can be reached through the Campus Police call (519) 824-4120 extension 2000 or 519-840-5000

EHS staff will call the Ministry of Labour and the appropriate Bargaining Unit and Joint Health and Safety Committee Worker Representative.

Preserve the scene of a critical injury until Ministry of Labour Inspector advises otherwise. The injured person must be cared for but all other equipment, materials, tools, chemicals and surrounding area must be untouched and marked off (i.e. with caution tape.)

The supervisor must ensure the incident report is complete and submitted to OHW, as above. The supervisor will initiate the investigation and be contacted by EHS staff, who will assist with the completion of the investigation and report.