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

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.

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

- **No**
  - **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 that a copy of the form is sent 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.

  **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.