

Reporting Critical Injuries

Arrange for immediate first aid or emergency care

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 using the **Safe Gryphon App** or by **calling 911**.

Is it a Critical Injury?

If the person is critically injured, meaning, they have sustained an **injury of a serious nature** that

- Places life jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of the leg or arm but not a finger or a toe*;
- Involves the amputation of a leg, arm, hand or foot but not a finger or a toe*;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye

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

Hold the Scene

If it is a Critical Injury **DO NOT interfere** with, disturb, alter, destroy, carry away any wreckage, article or thing connected with the occurrence.

Report Immediately

Immediately report the critical injury to the Supervisor, Lead Hand or Alternate of the area. If you are a Supervisor, Lead Hand or Alternate of the Area **immediately report the critical injury**:

- **The University of Guelph Campus Safety Office** at 519-824-4120 ext. 2000, 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

Investigate/Notify Occupational Health and Wellness (OHW)

- 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](#) and fax it to OHW at 519-780-1796 or email to ohw@uoguelph.ca
- The Supervisor must also distribute the incident report form to the appropriate bargaining group and (local) joint health and safety committee as applicable.

EHS Notifications

- 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.