

University of Guelph Injury Reporting Flow Chart

Assist the injured person and arrange immediate first aid and/or emergency medical aid,

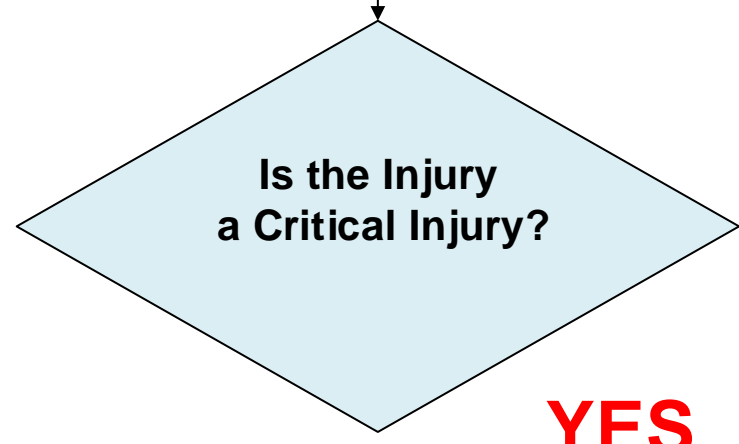
For Guelph Campus by calling the Campus Safety Office at 519-824-4120 extension 2000 or by using the SafeGryphon App, 519-840-5000 OR 911 or for the Ridgetown Campus and Research Stations by calling 911.

For Injuries Requiring Medical Aid - If the injured person is a University employee, provide the Injury Package that includes a Functional Abilities Form, a letter to the employee, and a letter to the health care practitioner outlining specific requirements. The Injury Package can be accessed through the Occupational Health and Wellness (OHW) website.

A Critical Injury is an Injury of a serious nature that:

- Places life jeopardy; or
- Produces unconsciousness; or
- Results in substantial loss of blood; or
- Involves the fracture of the leg or arm but not a finger or a toe*; or
- Involves the amputation of a leg, arm, hand or foot but not a finger or a toe*; or
- 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 is considered to be a critical injury as is a fracture of a wrist, hand, ankle, or foot.*



Immediately report injury to Supervisor

Supervisor must notify OHW within 24 hours by completing the **Incident Report Form** and faxing to **519-780-1796** or e-mailing to **ohw@uoguelph.ca**.

The Incident Report Form must also be distributed to the Bargaining Unit and (local) JHSC as applicable.

The **Supervisor must review** contributing factors to the incident and implement corrective measures to prevent a recurrence. Such findings and steps taken are to be documented on the incident report form.

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

REPORT IMMEDIATELY

All Critical Injuries that occur to Any Person must be immediately reported to:

- **the Supervisor**, Lead Hand or Alternate (senior co-worker) of the area,
- **the Guelph Campus Safety Office** at 519-824-4120 ext. 2000, or 519-840-5000 or by using the Safe Gryphon App, who in turn will notify EHS staff.
- For Ridgetown Campus and Research Stations, also report to the **Director, Ridgetown Campus** or the **Manager of the Research Station**.

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.

INVESTIGATE

An investigation will be initiated by the Supervisor with EHS support.

NOTIFY OHW

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