

# 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.*

