



Injury / Incident Reporting Procedures

Reporting Incidents / Injury

A [McMaster University Injury/Incident Reporting Form](#) must be completed in the event of a near miss/close call, incident, or injury in areas under your control. Completion instructions are given on the report form.

It is the responsibility of the supervisor or manager to make sure that this form is filled out and submitted to the Biology Chair in the main office (LSB-218) AND to EOHSS (fax: 905-540-9085) within 24 hours of the incident.

It is also the responsibility of the supervisor or manager to investigate and assign corrective actions, fill out [Supervisor's Incident/Injury log sheet and follow-up form](#) for any workplace injury or incident causing injury.

Supervisors/managers **MUST** follow up on any corrective actions i.e. issue and follow up with work orders, amend procedures, conduct training.

Critical Injury

In case of a suspected critical injury, contact EOHSS at ext 24352 during regular business hours or ext 88 during off-hours for assistance and clarification.

- Turn off any systems that may be furthering the injury
- Get medical help for the injured person(s). Dial 88!
- Secure scene by placing responsible individual to watch area.
- Contact EOHSS office at ext 24352 or by dialing 88 during off hours.

DO NOT ALTER THE SCENE!

The Occupational Health and Safety Act requires specific procedures to be followed in the event of a 'Critical Injury'. A Critical Injury is defined as an injury of serious nature that:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves the amputation of a leg, arm, hand, or foot, but not a finger or toe
- consists of burns to a major portion of the body
- causes loss of sight in an eye