

Injury/Incident Reporting Guide

An incident report must be filled out and sent to **University Health and Safety (UHS)** via uhs@mcmaster.ca for any event which did **or may have** caused injury, and or damage to property or the environment. The intension of an incident report is to report and document work related or workplace related injuries or near misses as well as hazardous situations on McMaster properties.

Some examples of when to complete an **Incident Report** are a shelf that falls and narrowly misses hitting someone, a cut caused by equipment, slip on a wet floor, strained back from lifting heavy items etc.

If an injury has occurred – get medical attention right away by calling **Security Services at 88 from a McMaster phone or 905-522-4135 or using the McMaster Safety App.**

The incident report should be filled out, signed, and sent to UHS within 72 hours of the incident occurring. Failure to do this, should the incident require investigation by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) or a claim through WSIB, will result in fines to the department.

Serious injuries like Critical Injuries must be reported immediately.

A Critical Injury as defined in the [OHSA](#) are injuries of a serious nature that results in the following:

- places life in jeopardy,
- loss of consciousness,
- substantial loss of blood,
- burn to major portion of the body,
- fracture of a leg, arm, hand, or foot but not a finger or toe,
- amputations of leg or arm but not a finger or toe, or
- loss of sight.

Critical injuries must be reported to UHS immediately. The area must not be disturbed until UHS and the MLITSD has investigated. Treat this area like a crime scene.

Injury/Incident Report forms must be filled out completely. Reports require specific information for reporting purposes and to document proper investigation and follow-up.

Review each section to ensure details have not been missed in the report.

Name & Employee/Student # - this is of the person who was injured. If you are reporting on behalf of someone else use their name here. If you witnessed the event and want to report it, or you want to report a near-miss/ hazardous situation put **your** information here.

Department/Faculty/Unit – if the incident happened to you, use the department or unit responsible for you. Think who will sign this report – what department or unit do they belong to?

Affiliation –select employee, student, or other i.e., visitor as appropriate. Select the union group if it applies. As a reminder a student working on a paid summer works program is still considered an employee.

Date of Incident/Date of reporting – It’s important to remind all employees to report as soon as possible. This form must be submitted **within 3 days of the date reported to the supervisor, critical injuries must be reported immediately**. Ensure the date is accurate, the date the incident happened may not be the same as the day it was reported to the supervisor, and this must be stated.

Description of the Injury/Incident/Hazard – Please be as descriptive as possible. **Take photos particularly if equipment caused the injury**. Instead of “Employee slipped and fell.

Give as much information as possible like “Employee was walking past sink after rinsing vegetables and slipped on water that had dripped onto floor, falling to the ground. They tried to break their fall with hands and injured wrists. EE was not wearing slip resistant shoes”. Understand this report is shared with individuals within Human Resources who likely are not familiar with this line of work, the equipment used or the area, so details will help explain the incident and avoid follow up from UHS or Employee Health and Well-being.

Reason For Report – Ensure the type of injury is checked accordingly. If the employee sought medical attention related to their workplace injury, the bottom of Page 1 must be completed. The information recorded here will trigger a WSIB claim, and the details will be provided to the WSIB exactly as written. If you are provided with any medical documentation, i.e. Form 8, FAF please submit this when you submit the Incident Report.

Lost Time Incident - the top second page of the form is used for **WSIB claims**. If a work-related incident resulted in the employee losing time from work this section must be completed. As a supervisor, if additional information becomes available or changes with time, please contact **Employee Health & Well-being (EH&W)**. For example, an incident originally required first aid but eventually resulted in seeking healthcare i.e. family doctor, physiotherapist. Once the Supervisor becomes aware of a lost time incident, a modified offer of work **must** be completed immediately (<https://hr.mcmaster.ca/app/uploads/2019/02/Early-and-Safe-Return-Work-Offer-Form.pdf>). Please send this offer of modified work when submitting the Incident Report to uhs@mcmaster.ca, as this will be provided to the WSIB.

Contributing Factors – only by identifying these factors can we truly understand the route cause of the incident and hope to avoid it in the future. By not filling this out or simply putting “other” with no explanation, it shows the supervisor has not investigated as is **their responsibility and requirement by law**. All supervisors are required to complete Due Diligence and Accident Investigation training, so they are aware and capable of fulfilling their legal duties as set out in the Occupational Health & Safety Act.

Corrective Measures – the appropriate boxes can be checked in the form however a full written description is required. Preventing a future injury is key. Only by following up with the employee and or situation (work orders etc.) can we ensure this does not happen again. Training, installing safety devices/equipment, fixing/repairing, and possibly discipline of the employee may be necessary corrective actions depending on the incident.

Signatures –employees must sign the incident report to show that the information is accurate and complete and that they are aware of the supervisors' comments and corrective measures. The Chair, Manager, or Director (supervisor of the supervisor if you will) signs as they are directly responsible and must be aware of the incidents in the workplace. **If supervisor or Chair, Director, Manager is unavailable to sign** the report needs to be submitted for reporting purposes (MLITSD) **and resubmitted** when remaining signatures have been added if possible. Electronic signatures are accepted, alternatively if an employee is not available immediately to sign, a communication from the employee confirming the information, via text, email can be provided to EH&W and/or UHS in the short term.

Always email the completed form to uhs@mcmaster.ca.