

Instructions for Reporting an Accident, Incident, Occupational Illness or Near Miss

1. Employees must report all accidents, incidents, occupational diseases or near misses to their supervisor immediately. It may be difficult to confirm if it is a critical injury* at the time of the incident; however, once a physician has given a diagnosis and your injury is considered a critical injury* as defined by *the Occupational Health and Safety Act* (e.g. fracture) immediately advise your supervisor. Should the supervisor not be available or should it be after working hours, contact Protection Services immediately.
 - **On campus, at Roger Guindon Hall or at 200 Lees:** call Protection Services at **613-562-5411**, or press the emergency button on your campus phone, or use one of uOttawa's Protection Services emergency phones (blue phones).
 - **Off campus, at 1 Nicholas or at 600-850 Peter Morand:** call **911** and then, only when it is safe, call 613-562-5411 to notify Protection Services of the incident so they can assist Ottawa emergency services.
2. The supervisor must ensure first aid treatment is administered immediately to the injured person. The supervisor must **IMMEDIATELY** advise Protection Services if a person sustains a critical, serious or fatal injury, or if an accident or incident involving either physical agents or chemical, biological or radioactive substances, including spills and accidental emissions into the workplace or outside take place, even after normal working hours and weekends. If in doubt, contact Protection Services for advice.

The Office of Risk Management will contact the Ministry of Labour to report the injury.

3. The supervisor must fax the duly completed [Accident, Incident, Occupational Disease or Near Miss Report](#) to the Health and Wellness Sector of Human Resources within 24 hours after the incident, or the manifestation of an occupational disease. The fax number is 613-562-5120.
4. The supervisor must conduct an investigation to ensure that appropriate corrective measures are in place in a reasonable timeframe following a workplace accident. Should there be a critical injury, the scene of the accident must be secured and protected until directed otherwise by the Inspector from the Ministry of Labour.

We strongly recommend that you read the document entitled [Hazard Reporting Procedures](#) where you will find additional important information. Should an information session be required for your sector, contact the [Assistant Director, Occupational Health and Safety](#) at ext. 3052.

Definition of critical or fatal injury

If you answer YES to one of the following questions, immediately contact Protection Services and indicate that someone has suffered a critical or fatal injury in your sector. Remain available in case more information is needed.

Did the injury:

- Endanger someone's life?
- Cause someone to lose consciousness?
- Cause heavy blood loss?
- Cause a fracture to an arm or to a leg (but not to a finger or a toe)?
- Cause the amputation of a leg, an arm, a hand or a foot (but not of a finger or a toe)?
- Cause burns to a major portion of the body?
- Cause a loss of vision in one eye?