

## INJURY AND NEAR-MISS REPORTING PROCEDURE (EHS-DOC-042)

In accordance with the *Policy on Injury Reporting and Investigation* (VPS-42)

Last updated: March 1, 2015 by the Office of Environmental Health and Safety

---

### PURPOSE

This procedure is intended to communicate the step by step instructions to report Injuries, or Near-misses, on or off University Property.

### REPORTING REQUIREMENTS

As per *Policy on Injury Reporting and Investigation* ([VPS-42](#)), all Members of the University Community (Employee, Contract Worker, Student, Intern, Visitor/Volunteer) must follow the Injury and Near-Miss Reporting procedure, including the completion of the University *Injury/Near-Miss Report* ([EHS-FORM-042](#)).

### REPORTING PROCEDURE

#### A) INJURY - MEDICAL EMERGENCY

Definition: A medical emergency is an injury or illness that requires immediate medical attention.

Examples: suspected heart attack or stroke, extreme difficulty breathing, sudden loss of consciousness, severe bleeding, acute abdominal pain, significant physical trauma, injuries to one or both eyes.

1. Contact Security (3717 or 514-848-3717) or have someone contact Security and obtain first aid assistance;
2. Do not move the victim unless absolutely necessary;

*Security will dispatch a Security Agent (First Responder) to the location of the emergency to provide immediate medical assistance. Security will also monitor the victim until the arrival of the Emergency Services.*

3. As soon as practical following the medical emergency:

#### Employee, Contract Worker, Student, or Intern

- Report the injury to your immediate Supervisor/Instructor;

## INJURY AND NEAR-MISS REPORTING PROCEDURE

---

Page 2 of 4

- Complete and submit to your Supervisor/Instructor, the *University Injury and Near Miss Report Form* ([EHS-FORM-042](#)).

### Visitor or volunteer

Complete and submit to EHS the *University Injury and Near Miss Report Form* ([EHS-FORM-042](#)).

## B) INJURY – MEDICAL ATTENTION

Definition: A sudden and unforeseen event that caused someone an injury.

Examples: slip & fall, irritation/skin rash, laceration, sprain/strain injury, tendinitis/repetitive strain, fracture, bruise/contusion, back injury, struck by/against, animal bite.

1. Contact Security (3717 or 514-848-3717) or have someone contact Security and obtain first aid assistance;

*Members of the University Community requiring medical attention will be directed to a physician at the nearest hospital or clinic of their choice.*

2. Within 24 hours or as soon as practical following the injury:

### Employee, Contract Worker, Student, or Intern

- Report the injury to your immediate Supervisor/Instructor;
- Complete and submit to your Supervisor/Instructor, the *University Injury and Near Miss Report Form* ([EHS-FORM-042](#)).

### Visitor or volunteer

- Complete and submit to EHS the *University Injury and Near Miss Report Form* ([EHS-FORM-042](#)).

## INJURY AND NEAR-MISS REPORTING PROCEDURE

---

Page 3 of 4

### C) NEAR-MISS

Definition: An event that could have caused someone an injury, or material damage.

Examples: chemical spills, workplace deficient housekeeping, falling objects, inappropriate hazardous waste storage, incorrect work procedure, horseplay, defective equipment.

1. Contact Security (3717 or 514-848-3717);
2. Where applicable, mitigate immediate hazards;
3. Within 24 hours following the near-miss:

#### Employee, Contract Worker, Student, or Intern

- Report the near-miss to your immediate Supervisor/Instructor;
- Complete and submit to your Supervisor/Instructor, the *University Injury and Near Miss Report Form* ([EHS-FORM-042](#)).

#### Visitor or volunteer

- Complete and submit to EHS the *University Injury and Near Miss Report Form* ([EHS-FORM-042](#)).

### D) INJURIES OFF UNIVERSITY PROPERTY

Definition: Injury to Members of the University community while performing a University sanctioned Activity Off University Property.

Examples: professors participating in an off-site conference, students performing field work, members of the university attending external training seminar, student exchange programs, university officials speaking at academic symposium.

1. Contact local Emergency Services or have someone contact local Emergency Services for immediate medical assistance, or visit the nearest walk-in clinic or hospital for a consultation with a physician.
2. Within 24 hours or as soon as practical following the injury:
  - Report the injury to your immediate Concordia Supervisor/Instructor;

## INJURY AND NEAR-MISS REPORTING PROCEDURE

---

Page 4 of 4

- Complete and submit to your Concordia Supervisor/Instructor, the *University Injury and Near Miss Report Form* ([EHS-FORM-042](#)).

### CONTACT INFORMATION

#### During Business Hours

SECURITY: Ext. 3717 or 514-848-3717

EHS: 514-848-2424, ext. 4877  
ehs@concordia.ca  
[www.concordia.ca/ehs](http://www.concordia.ca/ehs)

HEALTH SERVICES: SGW 514-848-2424, ext. 3565  
LOY 514-848-2424, ext. 3575

#### After Business Hours

SECURITY: Ext. 3717 or 514-848-3717