

NIPISSING

U N I V E R S I T Y

How to complete the incident/injury e-form



Injured Person or Person reporting a near miss Responsibilities

Employees/students/visitors are responsible for:

- Obtaining first-aid or health care (medical aid) in cases of injury and reporting such treatment to their Supervisor, Dean or host.
- Reporting an injury/incident to their Supervisor, Dean or host immediately, or as soon as possible.
- Co-operating with the completion of the "Injury and Incident Report E-Form" if available.
- Co-operating during the investigation, if assistance is requested.

Supervisors and Dean's Responsibilities

Supervisors/Deans are responsible for:

- Ensuring that the injured person receives first aid immediately, if required.
- Arranging to have the individual transported to the hospital to receive medical attention, if required.
- Securing the area to ensure that evidence is not disturbed if the victim suffered a critical injury or fatality.
- Contacting the Human Resources Generalist - Health, Safety & Wellness immediately in the event of a critical injury or fatality.
- Obtaining the name of any witnesses.
- When requested, assisting the injured person complete the "Injury and Incident Report E-Form".
- Submitting the form within 24 hours of the occurrence*.
- Following-up to ensure recommendations made during the investigation are implemented and adequate.

* **The form may not be delayed for lack of information.**

The "Injury and Incident Report E-Form" must be completed and submitted to the Human Resources within 24 hours of first being notified of an injury. The WSIB levies a fee for late reporting of a lost time injury or health care claim. Where this late reporting is a result of the failure of a department to report the injury within the required timeline, the fine may be charged to that department.

It is strongly recommended that Supervisors/Deans name an alternate to complete this task in case of their unavailability.

Where can I locate the e-form?

- The new e-form is located on the Human Resources webpage under the Health and Safety tab as shown below



The screenshot shows the Nipissing University website. The top navigation bar includes links for MyNipissing, WebAdvisor, Contact, and Give Now. Below this is a search bar and a secondary navigation menu with links for Future Students, Current Students, Alumni, About, Academics, Athletics, Giving, Research, and Quick Links. A red banner below the navigation menu states: "Nipissing University is in Phase 0 of its Return to Campus Framework - Restricted Campus Access." The breadcrumb trail reads: "You are here : Nipissing University > Administrative Departments > Human Resources > Health & Safety > What to do in the case of...". On the left, a vertical menu lists various safety topics, with a blue arrow pointing from the text in the first bullet point to the "Injury, Incident Reporting and Investigation" item. On the right, the heading "What to do in the case of..." is followed by a list of safety incidents.

NIPISSING
UNIVERSITY

MyNipissing | WebAdvisor | Contact **Give Now**

Future Students | Current Students | Alumni | About | Academics | Athletics | Giving | Research | Quick Links

🚫 Nipissing University is in Phase 0 of its Return to Campus Framework - Restricted Campus Access.

You are here : Nipissing University > Administrative Departments > Human Resources > Health & Safety > What to do in the case of...

Campus Safety Walk Program
Campus Whistle Program
Emergency Response Contacts
Emergency Telephones
First Aid & AED Training
Joint Health and Safety Committee
Laboratory Safety
Other Safety Measures
Policies and Procedures

What to do in the case of...

- Allergic Reactions
- Bear Encounter
- Field Trip
- Fire
- Gas Leak
- Lockdown
- Injury, Incident Reporting and Investigation

How do I complete the e-form?

- Once you have located and clicked on the link for the e-form you will be redirected to a Microsoft Forms platform as shown below

Injury and Incident Reporting Form - Employee, Student Employee, Visitor

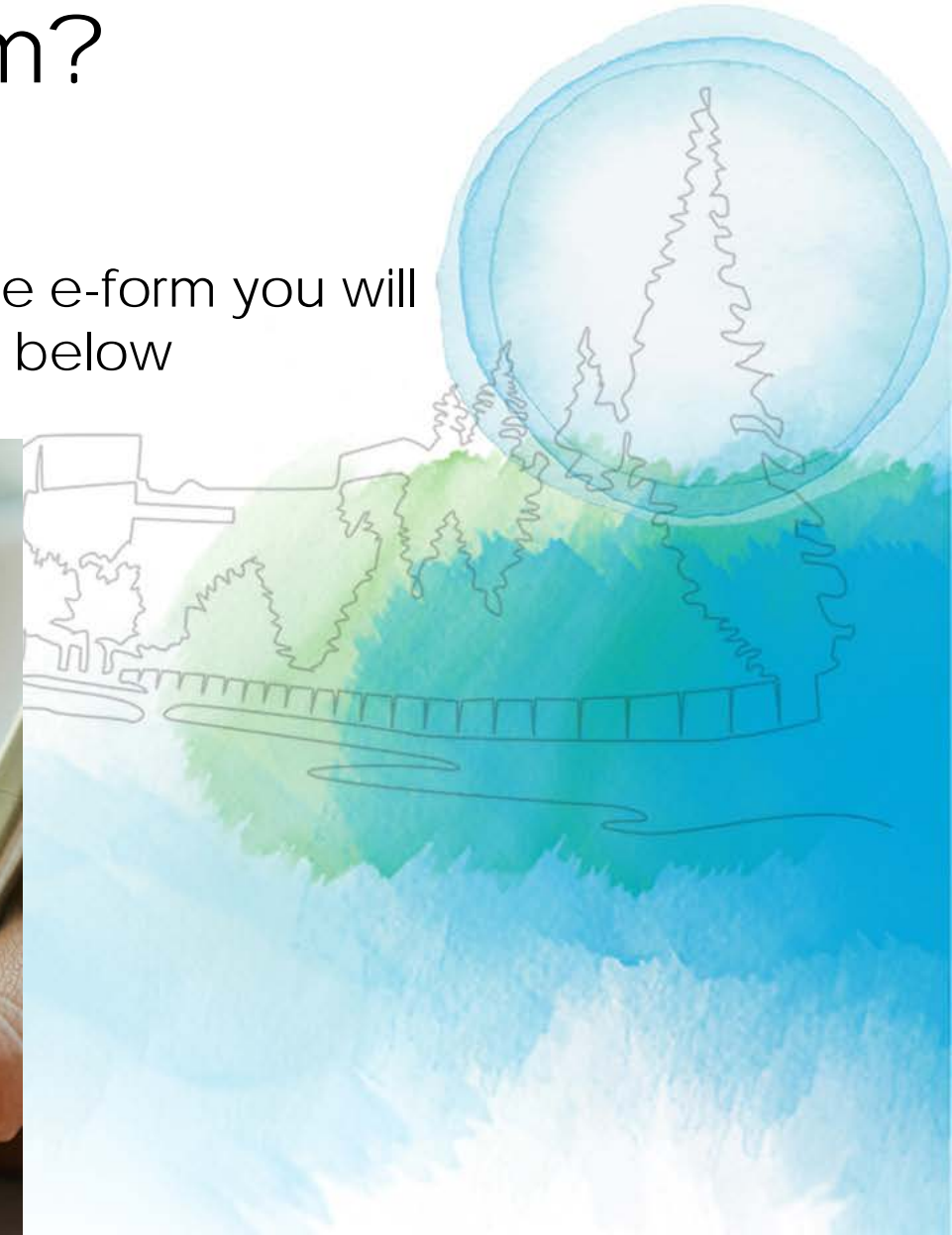
All community members must complete and submit this form as soon as possible following an injury or incident. If the community member is unable to complete this form, the Supervisor, Dean or Teacher must complete it as soon as possible on their behalf.

The personal information provided in this form is collected pursuant to the Occupational Health and Safety Act and the Workplace Safety and Insurance Act, 1997. The information collected from this form will be used for the purpose of reporting accidents/incidents, administering investigations, conducting/managing a WSIB claim and complying with legal requirements.

If you have any questions regarding the Injury and Incident Reporting Form, please contact Nipissing University's HR Generalist: Health, Safety and Wellness at michellb@nipissingu.ca

Last Updated April 2021

...



Entering required data

- All questions that have a red asterisk are required, and you will not be permitted to move to the next section of the form until you have completed those necessary fields.

1

Full Name *

Enter your answer

2

Are you a (an) *

Student

Employee or Student Employee

Visitor

Other

Injury and Incident Details

- It is very important to complete the form accurately and to submit it as soon as possible after the injury/incident

7

Date and Time of injury/incident? (be sure to include month, day, year and time) *

June 27, 2021 10:35 AM

← Note Full Date and Time

8

Are you aware of any other employee(s) or person(s) who witnessed the event? *

Yes

No

Recounting the injury/incident

- It is important to provide clear and concise details of the injury/incident as it occurred.
- Think of how it happened, what you were doing at the moment, what was the weather like if it happened outdoors, were there any specific factors leading up to the event etc.

9

Please provide a detailed step-by-step description of what happened, including factors leading up to the event, during the event, and immediately after the event occurred. Please be as specific as possible: *

Enter your answer



Where on campus did it happen ?

- Provide specific details as to where the injury/incident occurred

10

Where did the injury/incident occur? *

Education Center (Main Campus)

Harris Learning Library

R.J. Surtees Athletic Center

Monastery

Founders House

Governors House

TownHouse Complex

Chancellor's House

Campus Trails or Campus Grounds

11

Location or room number *

A wing hallway near the Green Lounge |



Did you seek medical attention?

- If you sought medical attention, additional time sensitive documentation may be required. Human Resources will be in touch with those details (**if required**).

16

Have you received health care for your injury? *

Yes

No

17

When did you receive health care? *

6/28/2021



18

Please provide health professional's name, address and telephone number *

ER Attending Physician Dr. Louis Laker
North Bay Regional Health Center
705-474-8600

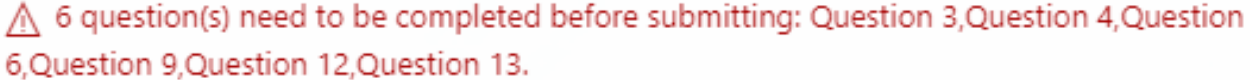


Submitting the e-form

- Once you have completed the e-form please click on 'submit'
- If any of the required questions were not completed, an alert will advise you of the questions that require your attention, as seen below

A dark grey rectangular button with the word "Submit" in white text. The top-left corner of the button has a dashed border.

Submit

A red warning icon (a triangle with an exclamation mark) followed by a message in red text.

⚠ 6 question(s) need to be completed before submitting: Question 3, Question 4, Question 6, Question 9, Question 12, Question 13.

Successful Submission

You will be provided with the confirmation shown below when your e-form has been successfully completed and submitted.

Injury and Incident Reporting Form - Employee, Student Employee,
Visitor

 Thanks!

Your incident and injury form has been submitted. The HR Generalist: Health, Safety and Wellness will be in contact if necessary.

[Submit another response](#)

Further Questions?

- Should you have any additional questions or require assistance completing the e-form, please email michellb@nipissingu.ca

