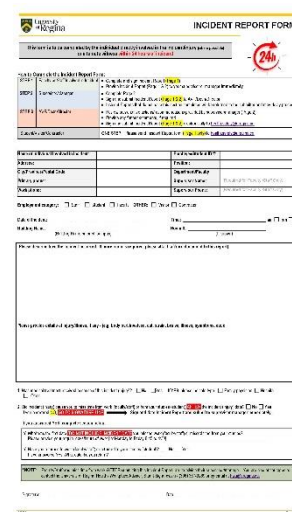


Incident and Injury Reporting

Knowing when and how to report an incident or injury that has happened to you is YOUR responsibility-- whether you are a student, faculty, or staff member!

Employees, supervisors, and managers have a high degree of responsibility to prevent incidents and injuries from occurring on our campuses, and to ensure the incident/injury is reported as soon as possible. It is critical to communicate essential details of your incident/injury to your immediate supervisor, instructor (students), Protective Services, and the Health and Safety team after the incident/injury occurred.

Health and Safety **must** be notified of an incident/injury on campus within **24 hours** of the incident/injury date. The individual involved in the incident/injury (or designate) must complete an **Incident Report Form** located on the Health and Safety web page under the [Report an Incident or Safety Concern](#) tab. The current version of the **Incident Report Form** will be found on our website; historical versions will not be accepted. The **Incident Report Form** is available in a [fillable PDF](#) and [Word](#) document. The [Report an Incident or Safety Concern](#) tab and the **Incident Report Form**, provide step by step information on how to complete an Incident Report Form correctly.



The image shows a screenshot of the 'INCIDENT REPORT FORM' from the University of Regina. The form includes sections for 'INCIDENT INFORMATION', 'PERSONS INVOLVED', 'INCIDENT DESCRIPTION', and 'ACTION TAKEN'. A red '24h' stamp is visible in the top right corner of the form.

After an Incident Report Form has been completed and submitted to Health and Safety, a member of the Health and Safety team will review the form and contact the individual involved in the incident/injury. The Health and Safety team member will ensure the individual receives any additional support(s) that may be required, and will obtain any additional information, if needed, to ensure the incident does not reoccur.

If you experience an incident, near miss, or injury and are unsure if this should be reported, **always** contact your supervisor immediately, then contact Health and Safety at (306) 337-2370 or email health.safety@uregina.ca.

Individuals involved in an incident that results in an injury and requires professional medical attention (which may or may not require time away from work) should submit (if eligible) a Saskatchewan Worker's Compensation Board [Workers Initial Report of Injury \(W1\)](#),

Do your part to promote and improve awareness of the importance to report an incident/ injury as soon as possible!

If you are involved in an incident or an active emergency and require medical aid, call **9-1-1** first and, if possible, Protective Services at **306-585-4999**.