

Report an Incident or Injury

The Faculty of Health Sciences is committed to promoting a healthy and safe environment for students during the course of their studies and clinical training. When an incident does occur, it is important to report the occurrence so action can be taken to ensure a similar or more serious incident does not occur. It is also important to report, as proper documentation is required should there be any lost time or compensation required. There are also circumstances where McMaster must report the injury to the Ministry of Labour. Please review the list of [Critical Injuries](#) that require immediate reporting.

Reporting an incident or injury is not only your responsibility, it is a critical component of ensuring a safe learning environment. Reporting consists of two steps, first to notify your program that an incident has occurred, second, to complete the required documentation.

The [Injury/Incident Report](#) must be completed by both the student and the supervisor, and submitted to the FHS Safety Office and your program, you can use the links provided in the table below. Both reports do not need to be sent at the same time, or even complete, what is most important, is that as much information as possible is sent within the first 24 hours.

Step One - Ensure immediate medical needs are attended too prior to initiating notification

Step Two - Notify program using link below that an incident has occurred, provide brief details

Step Three - Continue with [exposure/injury process as required](#)

Step Four - Complete [McMaster Injury Incident Report](#) and submit by fax or email link below

[\[McMaster University Injury / Incident Report\]](#)

Program	Email	Fax
Undergraduate Md Program Hamilton	Notify / Email scanned report to Undergraduate MD Program Hamilton	905-528-8539
Undergraduate MD Program Niagara	Notify / Email scanned report to Undergraduate MD Program Niagara	905-528-8539
Undergraduate MD Program Waterloo	Notify / Email scanned report to Undergraduate MD Program Waterloo	905-528-8539
BScN Program	Notify / Email scanned report to BScN Program	905-528-8539

Post Graduate Nursing	Notify / Email scanned report to Post Graduate Nursing	905-528-8539
Occupational Therapy	Notify / Email scanned report to Occupational Therapy	905-528-8539
Physiotherapy	Notify / Email scanned report to Physiotherapy	905-528-8539
Midwifery	Notify / Email scanned report to Midwifery	905-528-8539
Physician Assistant	Notify / Email scanned report to Physician Assistant Education Program	905-528-8539
Child Life	Notify / Email scanned report to Child Life	905-528-8539

Avoiding Injuries and Incidents

[Hazard Checklists](#)

Resources and Links

[St. Joseph's Healthcare 2014 Flu Shot Clinic](#)

[Flu Shot Clinic Locator](#)

[Blood exposure policy](#)

[Injury/Incident Form](#)