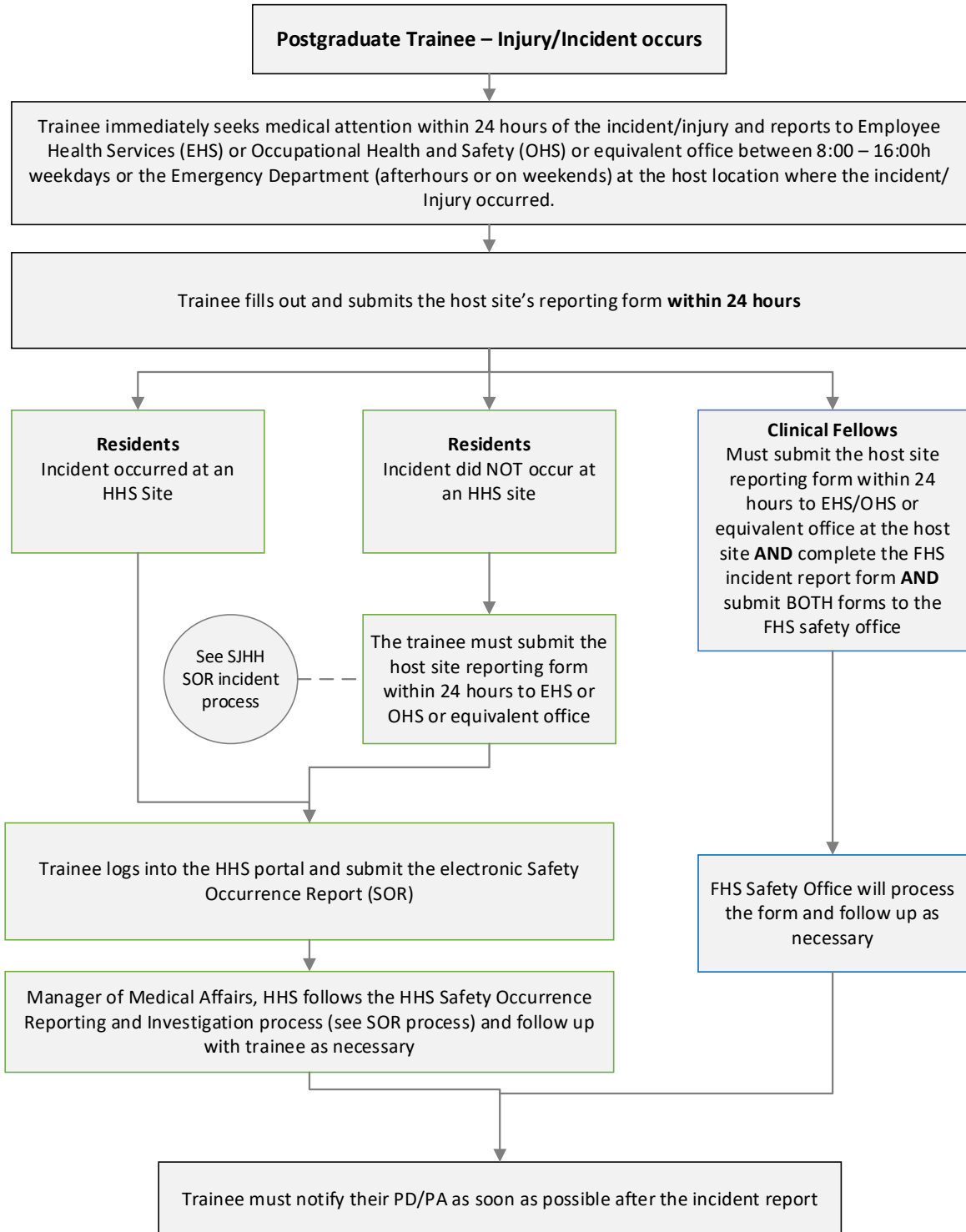


## Workplace Health & Safety Incident Report Process



1. **Trainees funded by the Ministry of Health and Long-Term Care** who are injured are required to follow and comply with the requirements outlined in the workflow process outlined in Appendix A. MOH funded trainees are employees of Hamilton Health Sciences (HHS) and therefore all documentation must be sent to the Medical Affairs office at HHS and the host site if the host site is not HHS.
2. **Trainees who are funded by a foreign sponsor** who are injured in the workplace are required to follow the above process. A copy of their injury report/form is required by the sponsoring agency. PGME McMaster will forward a copy to the appropriate contact once received.
3. **Clinical Fellows who are funded through McMaster University**, must follow the same process noted above. They are required to fill out both the incident/injury report form of the host site or clinic in which the incident occurred and the [FHS Incident/Injury report](#). Both the hospital and McMaster University must be notified of the injury/incident. The clinical fellow may receive a follow up call from EHS at the hospital, FHS Safety Office or FHS HR. All WSIB claims will be processed through McMaster University in the event a claim is required.