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Workplace Health & Safety Incident Report Process

Postgraduate Trainee - Injury/Incident occurs Trainee immediately seeks medical attention within 24 hours of the incident/injury and reports to Employee Health Services (EHS) or Occupational Health and Safety (OHS) or equivalent office between 8:00 - 16:00h weekdays or the Emergency Department (afterhours or on weekends) at the host location where the incident/ Injury occurred. Trainee fills out and submits the host site's reporting form within 24 hours **Clinical Fellows** Residents Residents Must submit the host site Incident did NOT occur at Incident occurred at an reporting form within 24 **HHS Site** an HHS site hours to EHS/OHS or equivalent office at the host site AND complete the FHS incident report form AND submit BOTH forms to the FHS safety office The trainee must submit the See SJHH host site reporting form SOR incident within 24 hours to EHS or process OHS or equivalent office Trainee logs into the HHS portal and submit the electronic Safety FHS Safety Office will process Occurrence Report (SOR) the form and follow up as necessary Manager of Medical Affairs, HHS follows the HHS Safety Occurrence Reporting and Investigation process (see SOR process) and follow up with trainee as necessary Trainee must notify their PD/PA as soon as possible after the incident report

- 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.