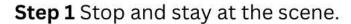


## Guidelines for Automobile Incident Reporting



**Step 2** Investigate the incident.

**Step 3** Do not assume liability.

Step 4 Aid injured persons and call 911 for ambulance if necessary.

Step 5 Call for assistance according to the following scenarios . . .

Note: Regional Police must be called for all off campus accidents and incidents resulting in damage to public/private property.

## **Emergency**

On Campus:

Call CSO 519-840-5000 or Ext 52000 or Call Police 911

**Off Campus:** 

Call Police 911

## **Non-Emergency**

On Campus or Off Campus:

Call CSO Ext 52245

Or Call Guelph Police Non-

**Emergency Line at 519-824-1212** 

Step 6 Notify department supervisor.

**Step 7** Obtain/exchange information upon direction of the Police.

Step 8 Complete University required documentation.

## **University Required Documentation**

The two forms below must be completed following a vehicle incident:



- 1. Vehicle Incident Report Form (Attach copy of Police Report if applicable)
- 2. llness or Injury Incident Report Form (Complete and submit regardless of injury)
  - Illness or Injury Incident Report Form
  - Vehicle Incident Report Form
  - WSIB Injury Package
  - PR Licensed Vehicle Policy
  - U of G Vehicle Insurance Slip





- In the event of a workplace injury or illness, where outside medical assistance (health care) is required or may potentially be required, an Injury Package must be obtained by the employee.
- Your department supervisor will provide support in completing the required documentation.