



<<Insert Date>>

Ministry of Labour – Health and Safety Branch  
51 Heakes Lane  
Kingston, Ontario K7M 9B1

Fax: 613-545-9831

**Re: Report of Injury**

Dear Sir or Madam,

Loyalist College is writing, pursuant to the obligations of Section 51 of the Occupational Health and Safety Act, to report a <<critical / fatal>> injury at the workplace. We wish to report the following information:

1. The person involved in the accident was:  
    <<Name>>  
    <<Address>>
2. <<Name of injured>> was an <<employee of Loyalist College / contractor, employed by <<name of contracting firm>> / student / visitor>>.
3. <<Nature and the circumstances of the accident and the bodily injury sustained>>
4. The following machinery or equipment was involved in the accident:  
    <<Description of equipment and/or machinery involved>>.
5. The accident occurred on <<date>> at <<time>> a.m/p.m.
6. Witnesses to the accident were:  
    <<Name(s)>>  
    <<Address(es)>>
7. The attending physicians were:  
    <<Name(s)>>  
    <<Hospital>>  
    <<Address>>

We trust this information is satisfactory to comply with the Occupational Health & Safety Act.

Yours sincerely,

<<Name>>  
<<Title>>