

Policy Name:	Incident Reporting Policy		
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Volume	5. Office of Human Resources	Responsible Party:	Director, Human Resources
Chapter	2. Incident Reporting Policy	Responsible Office:	Human Resources
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Policy Statement

This policy sets out the requirements for the reporting and investigation of incidents occurring on-campus or at University sanctioned off-campus activities which result in Injuries involving Members of the University community and/or Near Misses that occur on University Property.

Reason for Policy

To provide a mechanism to investigate and report all accidents so that remedial actions can be taken, if indicated.

Policy Applies to

- All units of the University

Who Should Read this Policy

- All members of the University community

Contacts

Co-Chairs, OH&S

Director, Facilities Services

Definitions

Incident An event pertaining to occupational health and safety which results in injuries involving members of the University community, damage to University property and/or Near Misses that occur on University Premises or at University-sanctioned activities taking place off-campus.

Injury The occurrence of a sudden and unforeseen event, arising out of, or in the course of a University Sanctioned Activity, attributable to any factor that caused a member of the University community to become injured

Near Miss The occurrence of event on University Property, arising out of, or in the course of a University Sanctioned Activity attributable to any factor that could have caused either:

- An Injury; or
- Material Damage.

Significant Event The occurrence of an event that results in:

- the death of a Member of the University Community;
- the loss or loss of usage of a limb or of part of a limb, or a significant physical trauma;
- an injury resulting in days away from work, other than the day of the work-related injury or the day when the occupational disease began;
- significant material damage.
- the safety and/or security of the area in question becoming jeopardized.

Members of the University Community

- Employee - a person who works for remuneration with the University and is covered under a valid employment contract or collective agreement under a contract of lease of personal service or contract of apprenticeship, even without remuneration, carries out work for the University.
- Contract Worker - an individual working for another employer but carrying out work on University property.
- Student - a person registered at the University for an academic purpose.
- Visitor/Volunteer - an individual who is present on University Property who is neither an employee nor a student.

University Property Premises, assets, equipment, and materials owned or leased by the University.

The Policy

1.0 GENERAL

1.1 The University wishes to promote the health and safety of members of the University community through accident prevention and compliance with the Occupational Health and Safety Act (OHSA). To

this end, all incidents related to occupational health and safety must be appropriately reported in accordance with this policy and full investigations and remedial actions taken where indicated.

2.0 ROLES & RESPONSIBILITIES

2.1 Members of the University Community

- 2.1.1 Report all Injuries, Significant Events, and Near Misses immediately to the appropriate Supervisor/Instructor. If the supervisor/instructor is not present, or if the event occurred after business hours report the incident to the Security Department before leaving the University. Significant events must be reported immediately to Security.
- 2.1.2 Complete and sign the Incident Report Form (Appendix 1) immediately or as soon as practical after an incident.
- 2.1.3 In the case of a work-related injury requiring medical attention, report the injury to Human Resources and follow appropriate leave procedures if necessary.

2.2 Supervisors/ Instructors

- 2.2.1 Ensure that members of the University Community under their authority are informed of their obligation to report all incidents in accordance with this policy.
- 2.2.2 Complete and sign all Incident Report Forms (Appendix 1) submitted to them by their direct reports and conduct necessary investigations upon receipt of an Incident Report Form.
- 2.2.3 Ensure that completed and signed Incident Report Forms are submitted to the Director, Facilities Management within the prescribed timeframes.

2.3 Visitors and Volunteers

- 2.3.1 Report, or have someone report on their behalf, all incidents to Facilities Management.
- 2.3.2 Complete and sign the Incident Report Form (Appendix 1) within 24 hours, or as soon as practical, following the event.

2.4 Security Department

- 2.4.1 Provide first-aid and coordinate emergency response services.
- 2.4.2 Assist Visitor/Volunteers in reporting incidents.
- 2.4.3 Immediately report all incidents brought to their attention to the Director, Facilities Services.
- 2.4.4 Assist with securing the scene of an incident in cases of a Significant Event, so that a full investigation may be carried out by the relevant authorities.

2.5 Occupational Health and Safety Committee

- 2.5.1 Ensure that members of the University community are informed of their obligation to report all incidents, including Near Misses.
- 2.5.2 Communicate the occurrence of an Injury or Significant Event, as required, to the appropriate individuals or committees within the University.
- 2.5.3 Maintain a first-aid trained individuals list.
- 2.5.4 Develop and implement the Incident Reporting Procedure to ensure consistent investigation and documentation, and follow-up on corrective actions.
- 2.5.5 Submit appropriate recommendations to the University Administration stemming

from incident investigations.

3.0 INCIDENT RESPONSE & REPORTING PROCEDURES

For Incidents Resulting in Injury

- STEP 1** If immediate medical attention is required, locate a First Aid trained member of the University Community. Contact Security at 902-877-0764 if immediate emergency medical attention is required.
- STEP 2** If transportation to a medical facility is required (hospital, clinic, dentist, etc.). Arrange for medical transportation in accordance with Section 4 of this policy.
- STEP 3** All employees will report personal injury in the workplace to their Supervisor/Instructor using the Incident Report Form (Appendix 1) who will conduct a preliminary investigation.
- STEP 4** A completed Incident Report Form must be submitted to the Director, Facilities Management within 24 hours of the incident.
- STEP 5** The Director, Facilities Management will be responsible for reporting the incident to the Occupational Health & Safety Committee and to the Department of Labour and Advanced Education Occupational Health & Safety Division where the incident meeting the requirements for notification as outlined in the OHSA.

For a “Significant Event”

- STEP 1** If the incident results in serious injury or death, or immediately jeopardizes the safety of members of the University Committee, call 911 immediately. Contact Security at 902-877-0764 immediately. In the case of Significant Events, all transportation to medical facilities shall be conducted by medical first responders.
- STEP 2** The responding Security Officer and responding Supervisor/ Instructor will secure the scene of the incident and ensure the lockout of any equipment pertaining to the incident is done by the appropriate personnel.
- STEP 3** The responding Supervisor/ Instructor will immediately ensure that the President, the Vice-President (Finance & Administration) and the Vice-President (Academic & Research) are notified of the nature of the incident. The Chair of the Crisis Management Committee will in turn immediately notify the Director, Facilities Management, the Director, Human Resources, and any other interested parties.
- STEP 4** All employees will report personal injury in the workplace to their Supervisor/Instructor who will conduct a preliminary investigation using the Incident Report Form. If the employee is unable to complete the Incident Report Form, the Supervisor/Instructor will be responsible for completing the form.

STEP 5 A completed Incident Report Form must be submitted to the Director, Facilities Management by the end of the business day on which the incident took place.

STEP 6 The Director, Facilities Management will be responsible for reporting the incident to the Occupational Health & Safety Committee and to the Department of Labour and Advanced Education Occupational Health & Safety Division where the incident meeting the requirements for notification as outlined in the OHSA.

For Incidents Resulting in Damage of University Property and “Near Misses”

STEP 1 When an incident results in damage/ loss of University property, or the presence of hazardous circumstances is found, or a “Near Miss” occurs, the employee will notify his/her supervisor immediately who will conduct a **preliminary investigation using the Incident Report Form (Appendix 1)**.

STEP 2 A completed Incident Report form must be submitted to the Director, Facilities Management within 24 hours of the incident or identification of the hazardous circumstance.

4.0 TRANSPORTATION TO MEDICAL FACILITIES

4.1 In situations where immediate medical care is required, or where there are concerns that a delay in accessing medical care could increase the likelihood of serious injury, Emergency First Responders should immediately be contracted to transport the individual to medical facilities.

4.2 If Emergency First Responders are not required, the injured person shall have the option of selecting from the following options for transportation to medical facilities:

4.2.1 The injured person may elect to arrange their own transportation provided they are reasonably capable of doing so. If there is a risk of the injured worker’s condition worsening during transport, Emergency First Responders should be utilized.

4.2.2 The injured person may use a taxi service to seek medical attention. In such cases, the injured worker will be eligible for having the cost of the taxi service reimbursed by the University.

4.2.3 The injured person may be transported to the medical facility by a University employee. Should an employee choose to transport an injured person to medical facilities, they must be willing and able to accompany the injury person until such time as they are under the care of appropriate medical personnel.

4.2.3.1 Where an employee elects to use their personal vehicle to transport an injured individual to medical facilities, any costs associated with such transport, including accident or cleaning costs, will be borne by the individual. As such, employees are encouraged to review insurance considerations with their insurance provider prior to use of their vehicle for this purpose.

5.0 INVESTIGATION PROCEDURES

5.1 The primary responsibility for the investigation of an incident lies with the Supervisor/Instructor. The Incident Report Form constitutes a record of the preliminary investigation by the Supervisor/Instructor and should include the employee’s account of the accident. The supervisor’s investigation will identify immediate causes of the accident and initiate remedial action.

- 5.2 As required, the Occupational Health & Safety Committee will investigate any incident where it feels that further investigation is warranted. Such circumstances include, but are not limited to:
- All Significant Events.
 - Situations where there are recurring incidents of a similar nature.
 - Situations where the hazard leading to the incident persists or where remedial action has been identified but not carried out.
- 5.3 The committee may submit appropriate recommendations to the University Administration.

Forms and Tools