

SUBJECT: INCIDENT/ACCIDENT REPORTING & INVESTIGATION**1. Purpose**

Statistical studies show that accident severity is proportionate to frequency. As the number of severe incidents increase, the likelihood of a severe accident increases proportionately.

The purpose of incident/accident reporting is to prevent a reoccurrence of the hazardous act(s) or condition(s) causing an event. At the University of Northern British Columbia, the following protocol shall be followed for reporting and investigating incidents and accidents.

2. Scope

This policy is applicable university wide.

3. Authority/Responsibility

The Risk & Safety Manager is responsible to the Director, Purchasing Contract & Risk Management for the administration of this policy and the development of procedures.

The Workers' Compensation Board of British Columbia requires the prompt investigation of incidents and accidents to determine the action necessary to prevent their reoccurrence.

3.1 The UNBC Risk & Safety Office is responsible for:

- a) reviewing Incident Reports;
- b) reviewing UNBC Accident Investigation Reports;
- c) reviewing the information contained in First Aid Record Books;
- d) recommending appropriate corrective action where necessary;
- e) following up on recommendations for corrective action taken;
- f) participating in accident investigations for more serious incidents/accidents;
- g) maintaining records and report of all accidents and incidents;
- h) preparing a monthly accident summary;
- i) distributing the accident summary to the University Health & Safety Committee;
- j) reviewing the information submitted on each Form 7, *Employer's Report of Injury or Industrial Disease*, Form 7A, *First Aid Report*, and Form 6A, *Employee's Report of Industrial Disease to Employer*, and submitting the reports to the Workers' Compensation Board on behalf of the University;
- k) administering each claim for Workers' Compensation including appeals processes;
- l) submitting Incident Reports under the Colleges Protection Program to the Risk & Safety Manager where there is the likelihood for a liability claim against the University;
- m) notifying the University Legal Advisor of incidents/accidents;
- n) compiling incident/accident statistics.

3.2 Security is responsible for:

- a) completing an Incident Report for visitors and for students outside of class time, forwarding a copy to the UNBC Risk & Safety Office within 24 hours;
- b) initiating an incident/accident investigation for visitors and for students outside of class time;
- c) taking steps to control or eliminate identified hazards, and
- d) notifying appropriate personnel.
- e) the reporting requirements of occupational first aid attendants if first aid is rendered by the Security service.

3.3 Occupational First Aid Attendants are responsible for:

- a) maintaining First Aid Record Books for all injuries; and
- b) for work-related injuries meeting the WCB reporting requirements, completing a Form 7A, First Aid Report, and submitting it to the UNBC Risk and Safety Office within 24 hours.

3.4 Supervisors and Instructors are responsible for:

- a) assisting employees and students with incident/accident investigations;
- b) taking steps to control or eliminate identified hazards;
- c) ensuring an Incident Report is completed and forwarded to the UNBC Risk & Safety Office and to the Dean or Director of the affected workplace(s) within 24 hours;
- d) ensuring a UNBC Accident Investigation Report is completed and forwarded, following a thorough investigation into the cause(s) of the accident, to the Risk and Safety Office and to the Dean or Director of the affected workplace(s);
- e) for work-related injuries or disease meeting the WCB reporting requirements, completing a WCB Form 7, *Employer's Report of Injury or Industrial Disease*, and submitting it to the UNBC Risk and Safety within 24 hours.

3.5 Employees are responsible for:

- a) having injuries attended to by an first aid attendant or physician;
- b) reporting all incidents/accidents to their supervisor;
- c) advising their supervisor if they visit a physician regarding a work related injury or if the work related injury results in time loss;
- d) assisting their supervisor with incident/accident investigations;
- e) completing a WCB Form 6A, *Worker's Report of Injury or Industrial Disease to Employer*, when requested;
- f) taking steps to control or eliminate identified hazards.

3.6 Students are responsible for:

- a) having injuries attended to by a qualified first aid attendant;
- b) reporting incidents/accidents to the class supervisor during class time; and to Security (local 3333) outside of class time.

3.7 Visitors should:

- a) have injuries attended to by a qualified first aid attendant;
- b) report all incidents/accidents to Security (local 3333)

4. Incident/Accident Definitions

Incident: Any undesired event or condition that may result in injury to a person, damage to property.

Accident: An undesired event that results in injury to a person or damage to property.

5. Procedures

For any incident that has the potential to cause personal injury or property damage, an Incident Report form must be completed. Send the original to the UNBC Risk and Safety Office, Facilities Department within 24 hours of the incident and a copy to main Faculty or Department of the affected workplace(s) to the attention of the Dean or Director.

6. Reporting of Accidents

In the event of an accident involving personal injury or material damage, a radiation or biohazardous spill or release, a chemical spill greater than 1 litre, or an explosion or fire, an Incident Report must be completed and submitted within 24 hours. In addition, a UNBC Accident Investigation Report form must also be completed and submitted upon conclusion of the accident investigation. The accident investigation must be carried out by a team. Where feasible, accident investigations shall include the participation of one worker representative and one employer representative. Send the original copies of both reports to the UNBC Risk and Safety Office, Facilities Department and a copy to the main Faculty or Department of the affected workplace(s) to the attention of the Dean or Director.

6.1 If an accident occurred which:

- a) resulted in death or critical condition with a serious risk of death, or
- b) involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation, or
- c) involved the major release of a toxic or hazardous substance, or
- d) was a blasting accident or a diving accident:
 - i) Notify Security by dialling 3333.
 - ii) Notify the Risk & Safety Officer at 960-5535 (or by cell 552-3137)
 - iii) Seal the area and **do not begin** a clean-up. An accident investigation will be conducted which may require on site evidence.
 - iv) Complete and return an Incident Report.

6.2 Reporting Work Related Accidents Involving Injury or Disease (Medical Attention or Lost Time Involved):

If the accident is work related and involves personal injury or disease requiring medical attention or time off work, the WCB Form 7, *Employer's Report of Injury or Industrial Disease*, must be completed by the injured's supervisor and returned immediately (within 24 hours of the accident) to the UNBC Risk & Safety Office. The UNBC Risk & Safety Office will:

- a) ensure the form has been completed properly (and forward it on behalf of the University to the local office of the Workers' Compensation Board)
- b) administer the claim on behalf of the University including the appeals process (if necessary) or encourage a modified work program when appropriate.

c) provide information to the injured employee regarding the claims process and assistance with their claim.

An injured employee will be required to complete a WCB Form 6A, *Workers' Report of Injury of Occupational Disease to Employer*, prior to leaving work or as soon as it is practical (whether or not the injury results in lost time).

6.3 It is important both for accident prevention and for efficient processing of compensation claims that incident/accident reporting be conducted properly and expediently. The Workers' Compensation Board has the authority to levy financial penalties against the University for late reporting.

7. Forms

Samples of the forms are attached. Forms are available from faculty and department main offices and the UNBC Risk and Safety Office. Questions regarding incident/accident reporting, Workers' Compensation claims or processes should be directed to:

UNBC Risk & Safety Manager
(Local 5535)