Overview
The university community must report all incidents to Health, Safety and Environment (HSE). Incidents must be investigated to fulfill legislative requirements and to prevent recurrence.

Purpose
The purpose of incident management is to eliminate and/or control hazards. Senior administrators have the responsibility to ensure incident management is implemented in their respective worksites.

ACCOUNTABILITIES
Senior administrators have the responsibility to promote and oversee incident reporting and investigation.

Incident management involves the following activities to identify, analyze and correct hazards to prevent a recurrence:

1. Respond to the incident and take control of the scene
   - Provide first aid as required
   - Protect the scene, prevent secondary incidents, further property or environmental damage

2. Notify appropriate university personnel

3. Complete and submit an incident report

4. Gather data and evidence to develop a clear picture of what happened

5. Identify causes through the analysis of evidence
6. Implement **corrective actions** to prevent recurrence

7. Disseminate incident findings

8. Evaluate the effectiveness of implemented corrective actions

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**DEFINITIONS**

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
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<tbody>
<tr>
<td>University community</td>
<td>All employees, (including but not limited to, academic staff, support staff and administrators), adjunct professors, professors emeriti, lecturers, clinical staff, all students (including undergraduate students and graduate students), post-doctoral fellows, contractors, volunteers, suppliers, invited visitors and those who are acting on behalf of the university or performing university related business.</td>
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<tr>
<td>Senior administrator</td>
<td>The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.</td>
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<tr>
<td>Worksite</td>
<td>On or off campus location where a member of the university community works including but not limited to the following: laboratory, classroom, vehicle, office, shop, store room, farmland and research site, retail facility.</td>
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<tr>
<td>Hazard</td>
<td>A situation, behavior, condition or thing that may be dangerous to the environment, and the safety or health of the university community.</td>
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<td>Cause</td>
<td>The reason(s) an incident occurred.</td>
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<tr>
<td>Corrective action</td>
<td>A measure taken and/or control implemented to prevent an incident from occurring or recurring.</td>
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**FORMS**

- Incident Report Form

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**RELATED LINKS**