

Approval Date: November 16, 2015

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Parent Policy: [Environment, Health and Safety Policy](#)

## Assignment of Accountability: 5.0 Incident Management

<b>Office of Administrative Responsibility:</b>	Environment, Health & Safety
<b>Approver:</b>	Associate Vice- President (Risk Management Services)
<b>Scope:</b>	Compliance with this University assignment of accountability extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy ( <a href="#">Appendix A</a> and <a href="#">Appendix B: Definitions and Categories</a> ); undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

### Overview

The **university community** must report all **incidents** to Environment Health & Safety. 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 **workplaces**.

### **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 the Incident Report Form
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 the findings of the Incident Report Form
8. Evaluate the effectiveness of implemented corrective actions

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>University community</b>	All current University employees and non-employees, and anyone residing on campus.
<b>Senior Administrator</b>	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director
<b>Incidents</b>	An undesired, unplanned, unexpected event, arising in the course of work that could result in an injury or illness or damage to property or the environment (includes near misses).
<b>Cause</b>	The reason(s) an incident occurred.
<b>Corrective Action</b>	A measure taken and/or control implemented to prevent an incident from occurring or recurring.
<b>Hazard</b>	Is a situation, behavior, condition or thing that may be dangerous to the environment, and the safety or health of the University community
<b>Workplace</b>	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

## **FORMS**

[Incident Report Form](#)

## **RELATED LINKS**