

Original Approval Date: November 16, 2015

Most Recent Approval: November 16, 2015

Most Recent Editorial Date: July 27, 2022

Assignment of Accountability:

5.0 Incident Management

Office of Administrative Responsibility:	Health, Safety and Environment
Approver:	Associate Vice-President (Human Resources, Health, Safety and Environment)
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) ; 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 Health, Safety and Environment (HSE) using the ARISE incident reporting online system. 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:
 - a. Provide first aid or transport to medical aid as required.
 - b. Protect the scene, prevent secondary incidents, further property or environmental damage.
2. Timely notification of appropriate university personnel and external regulatory agencies.
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 and reports to appropriate university personnel and external regulatory agencies.
8. Evaluate the effectiveness of implemented corrective actions.
9. Management and retention of incident records.

Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
University community	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.
Incidents	Undesired, unplanned, or unexpected events occurring in the course of any aspect of work of the university that could or did result in an injury or illness or damage to property or the environment
Senior administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.
Worksite	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.
Hazard	A situation, behavior, condition or thing that may be dangerous to the environment, and the safety or health of the university community.
Cause	The reason(s) an incident occurred.
Corrective action	A measure taken and/or control implemented to prevent an incident from occurring or recurring.

Related Links

- Report an incident webpage (with link to ARISE online incident report form):
<https://www.ualberta.ca/human-resources-health-safety-environment/environment-and-safety/report-an-incident/index.html>

If any of the links are broken, please contact uappol@ualberta.ca

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Published Procedures of This Policy

- Incident Management Procedure