

Original Approval Date: December 11, 2019

 Parent Policy: [Environment, Health and Safety Policy](#)
[Assignment of Accountability 5.0 Incident Management](#)

Incident Management Procedure

Office of Administrative Responsibility:	Environment, Health & Safety
Approver:	Director, Environment, Health & Safety
Scope:	Compliance with this University procedure extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) . Undergraduate, graduate, and Faculty of Extension students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers

Overview

The University of Alberta has a system in place to report, respond to, and manage **incidents**. A systematic approach to incident management ensures that the university maintains a safe, healthy, and environmentally responsible workplace.

The Department of Environment, Health & Safety (EHS) is responsible to respond to and to manage incidents that occur on university work sites.

Purpose

The purpose of this procedure is to prepare university staff and students to

- respond rapidly and effectively to minimize loss
- minimize interruptions of research and teaching
- enable the gathering of information to identify incident causation
- embed unit and institutional learnings to prevent future incidents
- document the circumstances of the event
- fulfill legal requirements

Senior administrators have the responsibility to ensure this procedure is implemented in their respective **workplaces** and that appropriate personnel including supervisors are trained in incident management.

PROCEDURE

Incident management involves the following activities:

1. Prepare

- Ensure supervisors are trained in incident management practices
- Ensure that first aid supplies, spill kits, safety data sheets, trained first aiders, and other related controls are implemented
- Ensure all **workers** (including volunteers, students, and contractors) are trained in incident response procedures

2. Respond

- Determine the severity and/or urgency of the incident
- Notify first responders and emergency services as required
- Respond to the incident and take control of the scene
- Direct staff to take action to minimize further injury or damage
- Provide first aid as required
- Protect the scene to prevent secondary incidents, further property or environmental damage, and to preserve evidence for investigators
- EHS may take control of the scene and under the authority of the Chief Environment, Health and Safety Officer, stop the work if continued operations put workers and others at risk

3. Report

- **Serious or potentially serious** incidents
 - Contact the Control Centre 780-492-5555
 - Report your incident, provide phone number, and request a call back from EHS
 - Do not clean up or repair the scene unless the area needs to be made safe
 - Complete and submit the online incident report
 - Notify Workers' Compensation Board (WCB) within 72 hours if the incident results in or is likely to result in:
 - lost time or the need to temporarily or permanently modify work beyond the date of the incident
 - death or permanent disability (amputation, hearing loss etc)
 - a disabling or potentially disabling disease or condition caused by occupational exposure or activity (mental health concern, poisoning, infection, respiratory disease, dermatitis, etc.)
 - the need for medical or mental health treatment beyond first aid
 - incurring medical expenses (dental treatment, eyeglass repair or replacement, prescription medication)
 - Participate in investigations
- All other incidents
 - Complete and submit an incident report

4. Investigate

- Interview persons involved in the incident, including witnesses
- Document the incident scene through photos, videos, sketches. Gather data and evidence to develop a clear picture of what happened
- Identify **causes** through analysis of evidence
- Identify **corrective actions** to prevent a recurrence
- Share findings with all affected workers and EHS

- Environment, Health & Safety may take on the responsibility of investigating the incident
5. Correct
- Develop a plan to implement corrective actions
 - Implement corrective actions
 - Follow up to ensure completion of corrective actions

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
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	President, Vice-Presidents, Deans and Chairs, Associate Vice-Presidents, Executive Directors, Directors
Workplace	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
Worker	A person engaged in an occupation (includes graduate students, post-doctoral fellows, contractors, volunteers, etc.)
Serious incidents	<ul style="list-style-type: none"> • An injury that results in the death of a worker • an injury or incident that results in a worker being admitted to a hospital • an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that had the potential of causing a serious injury • the collapse or upset of a crane, derrick or hoist • the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure • any injury or incident or a class of injuries or incidents specified in the OHS regulations
Potentially serious incidents (PSI)	<p>Any event where—under slightly different circumstances—there would be a high likelihood for a serious injury to a person.</p> <p>A PSI is not limited to workers and it does not require the occurrence of an injury.</p> <p>When determining whether an incident is a PSI, the following factors should be taken into consideration:</p> <ul style="list-style-type: none"> • actual circumstances of the incident (person, place, time, work practices being followed) • hazards present at the time of the incident • appropriate controls in place at the time of the incident

	<ul style="list-style-type: none"> ● slightly different circumstances (timing, distance, body position, etc.) that may have resulted in a serious injury ● similar incidents that have occurred within the employer or prime contractor's operations in the past two years that resulted in a serious injury
Causes	The reason(s) an incident occurred
Corrective Action	A measure taken and/or control implemented to prevent an incident from occurring or recurring

FORMS

- Incident report form https://docs.google.com/a/uAlberta.ca/forms/d/e/1FAIpQLSdJqWGnY1g-_B72c8ZbavoLunFC4raOqi8Xbtaww2maSZaKBQ/viewform

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