

ALES Incident Reporting Guidelines

Overview

All safety incidents or near misses, whether they occur in the field, lab, classroom, or office, must be reported. This is required by University of Alberta policies, and Alberta Health and Safety regulations. Reporting incidents helps us learn from them and prevent them in the future. Even minor incidents and near-misses, must be reported. The ALES safety committee co-chairs, Dr. Urmila Basu and Jay Willis, and the Faculty Safety Advisor, Victoria Sandberg, receive incident report updates from EHS.

Incident Reporting Procedures

This document summarizes the incident reporting procedures. Further details and relevant reporting links are available [here](#).

Incidents should be reported as soon as possible after the incident occurs, but **when it is safe to do so**. In other words, respond to the incident/injury/chemical spill first, and seek any emergency assistance required (receive medical attention, **call 9-1-1**). After the emergency has passed, report the incident. In the procedures below, “staff/student” refers to the worker involved in the incident, while “supervisor” refers to their direct supervisor, PI, or manager irrespective of where the incident occurred. It should be noted that if the incident occurred in a shared space or core facility, the facility manager should also be notified so that appropriate corrective action can be taken. Also, once the incident has been reported, the relevant Hazard Assessment should be reviewed and updated accordingly.

For serious incidents, including – fire, flood, explosion, injuries requiring hospitalization, major infrastructure failure / building collapse, or worker death:

1. Call 911 for immediate assistance.
2. Then call the Control Centre at **780-492-5555** to report the incident. They will be able to direct emergency services to the appropriate UofA location. Provide your contact information and request a call-back from the EHS on-call person. They will guide you through any additional reporting steps.
3. Submit a U of A [incident report](#) online, both the **staff/student** and **supervisor** sections.

4. Submit appropriate WCB reports (if applicable) to recovery@ualberta.ca – **see below.**

For less-serious incidents that still result in a worker injury or illness that requires professional medical attention:

1. Submit a U of A [incident report](#) online, both the **staff/student** and **supervisor** sections.
2. Submit appropriate WCB reports to recovery@ualberta.ca – **see below.**

Note that all WCB reports (if relevant) must be submitted within 72 hours of the incident occurring, or the faculty will face a substantial fine.

For incidents that do not result in an injury requiring professional medical attention, including near-misses and accidental release of hazardous materials (spills):

1. Submit a U of A [incident report](#) online, both the **staff/student** and **supervisor** sections.
2. ALL incidents must be reported. This includes:
 - a. Environmental release (spills)
 - b. Exposure to hazardous substance
 - c. Injury/illness
 - d. Property damage
 - e. Near miss or an unsafe condition

SUPERVISORS – Incident Follow-up (all incidents)

1. Refer to the [HSE Database User Manual](#) (p.40) for further details regarding incident reporting in the ARISE database.
2. Most incidents will result in corrective actions that must be undertaken to prevent future incidents.
3. Supervisors are responsible for entering the Corrective Actions and closing them out within the ARISE system.
4. Once all corrective actions have been completed, don't forget to "close" them in ARISE.
5. Once all these steps have been completed an "Incident Manager" from HSE or the Faculty Safety Advisor can go in and close them out.

Injuries and Illness: WCB Reporting Procedures

WCB reports must be filed for incidents that result in injuries or illness beyond first-aid. These reports are required **in addition to** University of Alberta incident reports. Reporting procedures for incidents involving staff and students are slightly different. The following procedure summarizes the information found in the links below. Please refer to them for any changes or updates:

- [Injuries/illness involving staff](#)
- [Injuries/illness involving students](#)
- [WCB Reporting Forms](#)

WCB Reporting Procedure – Staff (incl. graduate students employed by the U of A)

1. For **staff** that received medical attention due to a workplace incident, your health care practitioner (Ex: doctor) must submit a **WCB Physician's First Report** within 48 hours of your visit. Request a copy for your records.
2. **Staff** must report their injury within 72 hours of the incident occurring to their supervisor and must submit a **WCB Worker Report**. Use either the online or fax version, but retain a copy and send it to HR at recovery@ualberta.ca or by fax to 780-492-0798
3. **Supervisors** must submit a **WCB Employer Report** within 72 hours of the staff member's incident occurring. Use either the online or fax version but retain a copy and send it to HR at recovery@ualberta.ca or by fax to 780-492-0798.
4. If required, follow up with a U of A [return to work consultant](#).

WCB Reporting Procedure – Students

If a student, **not employed** by the U of A, becomes injured due to activities directly related to their studies, they may be eligible for WCB coverage. The reporting procedure is broadly similar to that for staff. Incidents must be reported (supervisor and worker section) to WCB within 72 hours, and a U of A incident report is required. Refer to [this link](#) for more details. The U of A WCB account number for students is 316150/8.