

Reporting an Incident

Any incident that involves injury to a person, damage to property, or spill of hazardous material (or the potential to do so) **must** be reported to Health, Safety and Wellness - Human Resources, **within 24 hours of occurrence**.

The University of Regina Incident Report form must be completed for every incident, even if there were no injuries sustained. If the injured person is a student or visitor to Campus, the report form must still be completed.

Injured employees must also notify their supervisor, and if eligible for compensation, complete a **Worker's Report of Injury (W1)** with Worker's Compensation Board (WCB) using the link provided here <https://myaccount.wcbask.com/workers>

Purpose

The purpose of an Incident Report and investigation is to prevent a recurrence of the incident and to ensure that the University meets regulatory requirements.

Information for Employees/Supervisors/Managers

If an employee suffers an **injury** while at work:

- **If immediate medical attention is required, call 911.** Do not transport injured persons to the hospital – call 911 for an ambulance. Otherwise, seek medical attention as required.
- Employees must report the incident to their supervisor immediately or as soon as possible.
- The supervisor must call Campus Security (585-4999) immediately.
- Following a serious incident, no person may alter the scene without the approval of Human Resources-Health, Safety & Wellness Director (306) 585-4776 or Industrial Safety Advisor (306) 585-5487. This is to ensure that the incident can be properly investigated.
- The employee must complete an Incident Report (page 1) and the supervisor (page 2) and where applicable, a Worker's Report of Injury (W1). Where supervisors are unable to fully complete the forms within 24 hours, the forms should be submitted as is with the remaining information to follow later.
- The supervisor and employee must review the recommendations of corrective action with a focus on prevention of recurrence.
- The employee must report capabilities to their supervisor and continue to provide further written medical information to the Healthy Workplace Advisor, Human Resources (337-3269). For privacy reasons, ***copies cannot be retained in your unit.***
- During an absence from work, employees must report regularly to their supervisor regarding their return to work date and/or changes to work schedule. To ensure a safe return to work, an employee must provide medical evidence of capability to the Healthy Workplace Advisor, Human Resources (337-3269)

Examples of Reportable Incidents

- Any chemical spill in a public area
- Any chemical spill which requires the assistance of the chemical spill response team
- Slips, trips or falls which are caused by external factors (loose tiles, extension cords)
- Injuries caused by work setup – lifting or pushing loads, injuries caused by computer desk setup or by equipment at work
- Any lab incident which requires the use of the eyewash or shower
- Any explosion in a laboratory
- Workplace violence or threats of violence
- Disturbance of asbestos-containing ceiling tiles
- Exposure to hazardous chemicals, either known or suspected
- Gas leaks
- Any time a fire extinguisher is discharged

Examples of Occurrences which are NOT incidents

- Routine building maintenance issues – burned out lights, fume hoods not working – report to Work Control with FAMIS
- Break and enter and/or theft, and attempts at such – these should be reported to Campus Security immediately (585-4999), and only to HSW immediately if the theft of hazardous materials is suspected