

**BASIC PROCEDURES FOR EMERGENCY RESPONSE AND****ACCIDENT / INCIDENT INVESTIGATION AND REPORTING (AIIR)**

**NOTE: All injuries and "near-misses", close calls and/or equipment damage over \$200 must be reported on an Accident/Incident Investigation Report Form.**

The following is a brief outline of the recommended step-by-step procedures for supervisors, faculty and staff when handling accidents or incidents on campus and in the field. For a more detailed description, refer to our website ([www.uwo\ohs](http://www.uwo\ohs)) and the Safety Procedure Guideline, Number 98-01, Accident/Incident Investigation and Reporting.

**INITIAL EMERGENCY RESPONSE ACTIONS:**

1. The supervisor and/or knowledgeable alternate (ie. first-aider, colleague, dept. officer) must take command of the situation by assigning specific personnel to secure the accident scene ( i.e., to ensure against further or continuing hazards). Extreme circumstances may warrant activation of the University's Emergency Response Plan which can be done by phoning University Police (UPD) at the Campus Emergency Centre, **911**.
2. Give first aid to the injured person as soon as possible after the accident scene is made safe and protected against any further hazardous condition (i.e., correct electrocution hazard) .
3. Call **911** (Campus Emergency Centre) from an office phone to arrange for further assistance (ie. ambulance).
4. Isolate the accident scene to make sure that nothing is moved or changed until an investigation is completed.

**ADDITIONAL RESPONSIBILITIES OF THE SUPERVISOR:**

The supervisor, if present in the work location, is required to act upon and to help facilitate the above procedures as well as the following post-accident / incident requirements :

5. In case of a Critical Injury (see The Ontario Occupational Health and Safety Act Regulations) or, if you are unsure, immediately call the Department of Occupational Health & Safety at extension 82036 or 661-2036 from off campus and report all details of the accident / incident.
6. Conduct an investigation and complete an Accident / Incident Report immediately, forwarding it on to the Department of Occupational Health and Safety (DOHS), Rm. 60 - Stevenson-Lawson. Forms and assistance to help you conduct your investigation are available by phoning DOHS. **Ensure copy of completed form is reviewed with and provided to the injured employee.**
7. If there are any further questions regarding medical attention, contact Staff/Faculty Health at 82047.
8. Keep in touch with the Injured Worker if he/she is losing time from work and notify the Workplace Safety and Insurance Co-ordinator in the Department of Pensions and Benefits (84745) of the injured worker's absence and also upon his/her return to work.

**EMPLOYEE RESPONSIBILITIES:**

1. Supply all details of the accident/incident to your immediate supervisor and confirm that a report has been forwarded to the Department of Occupational Health and Safety.
2. Keep in touch with your supervisor and reply to all Workplace Safety and Insurance Board correspondence if you are losing time from work or if medical treatment is required as a result of the accident/incident.

**\*\*REPORT ALL INCIDENTS/ACCIDENTS IMMEDIATELY TO YOUR SUPERVISOR \*\***