

## Internal Accident Reporting Procedure

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INTENT: To define the University's accident and medical emergency reporting procedures.

Scope: All persons, UNBSJ Campus.

Procedure: **Employees**

- a). When an accident occurs which results in personal injury, the employee's immediate supervisor will complete the Accident/Incident Report Form either on a papercopy or the online version on the EHS&S website. This form must be completed for all accident regardless of their severity and can also be used to identify near misses.
- b). Steps taken by the supervisor to render the situation safe, processes to prevent a reoccurrence, and/or training provided will be recorded on the form. Completed form will then be signed by the employee's supervisor and forwarded to the department head for comment and on to the EHS&S office for review. This should be completed within 24 hrs of the event.
- c). In case of serious accident or near miss; such as, loss of consciousness, amputation, fracture, burns requiring medical attention, loss of vision, deep lacerations requiring medical attention, admission to hospital, fatality, explosion or release of harmful agents, and/or had the potential the produce, shall be reported to security at 648-5675 immediately. Such events must be reported to WorksafeNB immediately at 1-800-222-9775. Further, if the accident resulted in a medical cost, wage loss, or time out beyond the day of the accident ,a Form 67 must be filled out at the HR office and forwarded to WorksafeNB within three days.
- d). HR will inform the VP and Communications, as appropriate.
- e). Supervisor's will ensure their subordinates are aware of the reporting requirements and all incidents will be forwarded to EHS&S regardless of severity.

Procedure: **Non-employees**

- a). When an accident occurs which results in personal injury to a student, or other non-employee, the person in charge of the area where the accident took place shall complete a University accident report form and forward copies to their respective department head and the EHS&S office. This should be done within 24 hours of the occurrence.
- b). In the case of a serious accident or trauma, the Security Office should be contacted by phone at 648-5675 as soon as practical after the occurrence. In such cases Security will inform the Director of Student Affairs. The Director of Student Affairs shall inform the VP and Communications as applicable.

