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PURPOSE

The Online Accident Reporting System (OARS) Instructions provide step-by-step instructions for the reporting and investigation of incidents using the Online Accident Reporting System (OARS).

SCOPE

These instructions apply to the reporting and investigation of incidents as required by legislation and University policies. Incidents with actual or potential consequences that are work, study or program related; and/or may occur on University of Calgary property; and/or involve University of Calgary workers, students or participants (as defined by Alberta OHS).

What to Report in OARS

If an incident occurs that is *work, study or program related* and falls into one of these categories:

- Injury or illness requiring first aid, medical aid, modified work and lost time
- Injury that results in a worker being admitted to a hospital
- Spill or release
- Near misses
- Vehicle accidents involving University fleet vehicles or personal vehicles being used for work purposes
- Radiation incidents
- Biosafety incidents
- Other incidents – contact ucasafety@ucalgary to confirm if reportable

What not to Report in OARS

- Workplace violence or harassment incidents – call Campus Security for immediate assistance. See Resources section for website URL address.
- Odours – report to Facilities Customer Care Centre at 403-220-7555 during regular business hours and to Campus Security at 403-220-5333 after regular business hours for investigation.
- Property damage, whether intended or not, to any University owned equipment, furniture, and property.

Worker's Compensation Board (WCB) Reporting

All worker injuries and illnesses that require medical treatment (beyond first aid) including lost time, are reportable to WCB within 72 hours of notification to a Manager. Submitting an initial OARS report assists with this reporting deadline. Staff Wellness submits a WCB Employer's Report based on the information provided in the initial OARS report. They will also assist employees with the WCB process.

*See Resources for Staff Wellness website URL address.

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Students injured during their course of study are covered by WCB through the Alberta Government.
*See Resources for Risk Management and Insurance website URL address.

RESPONSIBILITIES

Employees

- Must report all incidents to their Supervisor as soon as possible, either verbally or in writing.
- If possible, initiate the OARS report by completing the first four sections (Tabs 1. – 4.) within 24 hours.
- Must participate with an investigation, as required.

Undergraduate Students

- Must report all incidents to their Supervisor, Instructor or University Representative as soon as possible, either verbally or in writing.
- Cannot initiate the OARS report, as this can only be done by a University Employee or University Representative.
- Must participate with an investigation, as required.

Graduate Students

- Must report all incidents to their Supervisor, Instructor or University Representative as soon as possible, either verbally or in writing.
- Cannot initiate the OARS report, as this can only be done by a University Employee or University Representative.
- Must participate with an investigation, as required.

Contractors, Visitors or Volunteers

- Must report all incidents to a University Representative as soon as possible, either verbally or in writing.
- Cannot initiate the OARS report, as this can only be done by a University Employee or University Representative.
- Must participate with an investigation, as required.

University Representative

- Initiate the OARS report by completing the first four sections (Tabs 1. – 4.) within 24 hours.
- Must participate with an investigation, as required.
- If initiating an OARS report for a public incident, see Related Documents for a link to the Online Accident Reporting System (OARS) Public Incident Instructions.

Supervisors/Managers

- Must complete online Incident Reporting and Investigation Training.
- If not already initiated, complete the first four sections (Tabs 1. – 4.) with details of the incident.
- If identified as the Supervisor (for Level 1) or the Second Higher Authority (for Level 2):
 - Complete an investigation to identify the root cause of the incident (Tab 5.).
 - Assign corrective actions to prevent the re-occurrence of the incident (Tab 6.).
 - Approve the corrective actions and investigation findings (Tab 6.).

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- For level 3 or EHS led investigations, do not complete Tabs 5. & 6. EHS will conduct an investigation and present their findings in an EHS investigation report.
 - Meet with EHS to review the findings and discuss corrective actions.
 - Approve final EHS investigation report via email.

Department Heads/Directors

- If identified as the Supervisor (for Level 1) or the Second Higher Authority (for Level 2):
 - Complete an investigation to identify the root cause of the incident (Tab 5.).
 - Assign corrective actions to prevent the re-occurrence of the incident (Tab 6.).
 - Approve the corrective actions and investigation findings (Tab 6.).
 - Ensure corrective actions are implemented.
- For level 3 or EHS led investigations, do not complete Tabs 5. & 6. EHS will conduct an investigation and present their findings in an EHS investigation report.
 - Meet with EHS to review the findings and discuss corrective actions.
 - Approve final EHS investigation report via email.

Environment, Health and Safety

- Review and assist with the completion of OARS reports.
- Lead investigations as assigned by EHS Director.
- Prepare formal report and present to Director and/or Department Head and Supervisor/Manager of affected employee and Director EHS.
- Track corrective actions for EHS led investigations.

DEFINITIONS

Incidents with actual or potential consequences that are work, study or program related; and/or may occur on University of Calgary property; and/or involve University of Calgary workers, students or participants (as defined by Alberta OHS).

Worker is an individual who does work on behalf of the University of Calgary. This includes employees, graduate students, supervisors, managers, volunteers and contractors.

Employee is an individual who is a worker as defined under the OHS Act and includes both University employees and non-employees such as postdoctoral scholars and students who are performing work on behalf of the University or their instructor.

Undergraduate student is an individual who has fulfilled admission requirements and is registered in courses for credit towards an undergraduate degree, diploma or certificate. Visiting students, visiting student researchers and Open Studies students are considered undergraduate students.

Graduate student is an individual who is registered in a program of study leading to a Master's or Doctoral certificate, diploma or degree in the Faculty of Graduate Studies.

Supervisor is an individual who supervises or directs the work of employee(s).

Manager is an employee who has management responsibility. For clarity, this term includes an academic staff member or a management and professional staff member who has management responsibility. All members of SLT are Managers.

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Volunteer is an individuals who, with or without special training, provide services or assistance to the university without payment of fees, wages, or salary and without any expectation of any kind of compensation (except travel costs or meal expenses). Volunteers must be over 18 years old, have Canadian Citizenship or Permanent Resident Status in Canada or are a current international student enrolled full time at the University of Calgary and hold a study permit. In this case, the volunteer activities must be short-term and incidental to their student work.

Visitor is an individual invited to University Facilities for business purposes and who is not performing work for the University. Visitors include media personnel, donors, industry partners, dignitaries, faculty from other universities and research institutions; individuals from business organizations and governmental entities; and inspectors, including federal, provincial or local officials, etc. Visitors do not include Employees, Volunteers, Consultants, Contractors or members of the public.

*See Online Accident Reporting System (OARS) Public Incident Instructions.

Contractor is an individual or company employed by the university that is directly involved in the execution of work under a contract with the university.

Public is an individual(s) that at the time of the incident using or present at facilities, events, programs or property under the auspices of the University of Calgary for purposes not related to their work or program of study with the university.

*See Online Accident Reporting System (OARS) Public Incident Instructions.

Person Involved or Affected is an individual to whom an incident was acted upon or was potentially acted upon. That is, an individual who is injured/ adversely affected or potentially such.

Person Reporting is an individual with the responsibility to report who submits an initial incident report in the Online Accident Reporting System (OARS).

University Representative is a university employee who is reporting an incident on the behalf of another employee, contractor, graduate student, undergraduate student or visitor/public.

Second Higher Authority is a university employee to whom the supervisor of the person involved or affected, reports to.

RESOURCES

WCB for Students

<https://www.ucalgary.ca/risk/risk-management-insurance/insurance/workers-compensation-insurance>

WCB for Workers

<https://www.ucalgary.ca/hr/wellness/injury-and-illness/workers-compensation-board-wcb>

Visitor Health and Safety Standard

<https://www.ucalgary.ca/risk/sites/default/files/teams/13/visitorhealthandsafetystandard.pdf>

Volunteer program

<https://www.ucalgary.ca/risk/risk-management-insurance/services/volunteer-registration-and-management>

Contractor Safety Management Program

https://www.ucalgary.ca/risk/sites/default/files/teams/13/contractor_safety_management_program.pdf

Harassment and Violence Information

<https://www.ucalgary.ca/risk/environment-health-safety/programs-standards-cops/harassment-and-violence>

RELATED DOCUMENTS

CMTX-0702 Online Accident Reporting System (OARS) Public Incident Instructions

REFERENCES

Occupational Health and Safety Act, Regulations and Code (SA 2017 cO-2.1). Government of Alberta © Alberta Queen's Printer, 2017.

Occupational Health and Safety Policy. 2005.08.15. University of Calgary. Board of Governors. University Policies and Procedures.

<http://www.ucalgary.ca/policies>

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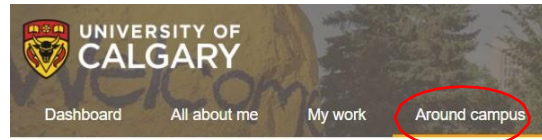
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Creating an OARS report

Log into your My UofC account from the University main webpage.

1. Select **Around Campus** to view the drop-down menu.
2. Select **Accident report (OARS)** in the Stay safe column.



Stay safe

- [Contact Campus Security](#)
- [Be safe working alone](#)
- [Request SafeWalk](#)
- [Environment, Health & Safety](#)
- [Chematix](#)
- [Accident report \(OARS\)](#)
- [UC Emergency App](#)

3. Click on the **Click here to enter through MyUofC**.



4. Click on the **Create New Incident Report** to start a new report.

Incident Reports

- [Create New Incident Report](#)
- [View / Edit My Unfinished Incident Reports](#)
- [View / Edit all Open Reports Submitted by Me](#)
- [View / Edit Submitted Reports Involving Me as Injured Party or Supervisor](#)
- [View My Closed Reports](#)

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Tab 1. Person Involved

<p>1. At the top of the screen are 4 different tabs to go through, starting with 1. Person Involved.</p>		
<p>2. Toggle the role of the Person who is Reporting the Incident.</p> <p>Note: The <i>Person Reporting Incident</i> cannot be a graduate or undergraduate student.</p>		
<p>3. Toggle the role of the Person Involved or Affected. Instructions for filling out this section for each role is listed below.</p> <p>If more than one person is involved or affected, follow the instructions <i>Same Incident</i> <i>New Person Involved</i> below.</p>		
<p>a. Faculty/Staff or Graduate Student</p> <p>If the person involved or affected is a Faculty/Staff or Graduate Student, click on the Select Involved button.</p> <p>Note: Do not use the <i>Select Job Title</i> button.</p>		
<p>Use the search function by entering the person's first/last name, user ID, home department number, home department name and click Search. Toggle correct person and click Select Person.</p> <p>Note: Fill in one or two fields. Search fields are space and spelling sensitive.</p>		

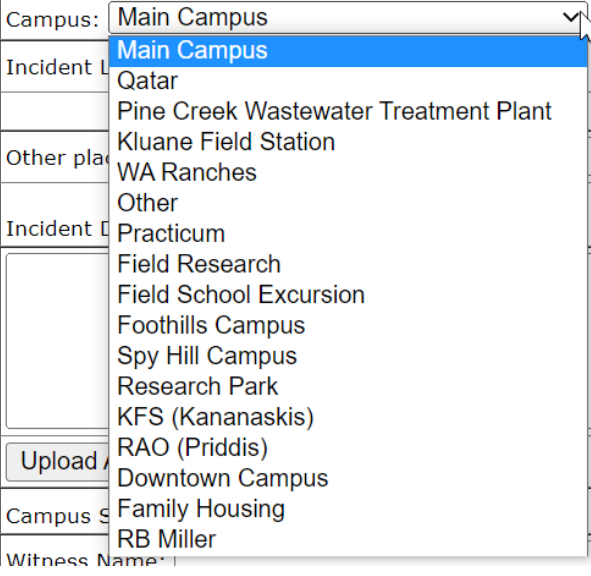
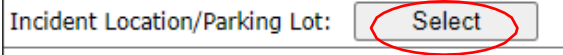
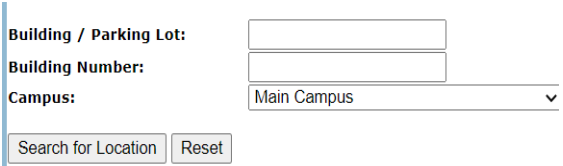
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<p>Toggle the time for Length of Employment and Time in Occupation at Time of Incident.</p> <p>Note: This only appears if Faculty/Staff or Graduate Student is selected.</p>	<p>Length of employment: <input type="radio"/> Less than 1 mo <input type="radio"/> 1 - 5 mo <input type="radio"/> 6 mo - 5 years <input type="radio"/> More than 5 years</p> <p>Time in occupation at time of incident: <input type="radio"/> Less than 1 mo <input type="radio"/> 1 - 5 mo <input type="radio"/> 6 mo - 5 years <input type="radio"/> More than 5 years</p>	
<p>b. Undergraduate Student or Volunteer</p> <p>If the person involved or affected is an Undergraduate Student or Volunteer, ensure their full name and contact information is entered in the fields provided.</p>	<p>Last Name: <input type="text"/></p> <p>Contact Information: <input type="text"/></p>	
<p>c. Contractor</p> <p>If the person involved or affected is a Contractor, ensure their full name, employer, Supervisor and Supervisor's phone number are entered in the fields provided.</p>	<p>Last Name: <input type="text"/> First Name: <input type="text"/></p> <p>Employer: <input type="text"/></p> <p>Supervisor Name: <input type="text"/> Supervisor Phone: <input type="text"/></p>	
<p>4. Determine if the incident is Work- Related or Class Related? Toggle Yes or No.</p> <p>An example of an incident that is <u>not</u> work or class related is working out in the fitness centre during lunch hour. As an employee of the U of C, this would be a public incident and not work or class related. See CMTX-0702 Online Accident Reporting System (OARS) Public Incident Instructions.</p>	<p>Work-related / Class-related <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
<p>5. Click the Select Supervisor button.</p> <p>If Supervisor is Unknown, click that box.</p> <p>If the incident involves a Contractor, the Supervisor is the UC Project Manager.</p> <p>If the incident involves a Volunteer, the Supervisor is the UC Volunteer Coordinator.</p>	<p>Supervisor Name:</p> <p><input type="button" value="Select Supervisor"/> If the Supervisor can not be determined: <input type="checkbox"/> Unknown Supervisor</p>	

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<p>Use the search function by entering the person's first/last name, user ID, home department number, home department name and click Search. Toggle correct person and click Select Person.</p> <p>Note: Fill in one or two fields. Search fields are space and spelling sensitive.</p>	<p>Search for User</p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>User ID: <input type="text"/></p> <p>Home Department #: <input type="text"/></p> <p>Home Department Name: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p> <p><input type="button" value="Cancel / Remove Selection"/> <input type="button" value="Back to Report"/></p>	
<p>Additional Notifications (optional)</p> <p>Add email addresses of other individuals who may need to know about the incident eg. EHS Consultants, Lab Safety Specialists, HR, etc.</p> <p>To enter more than one email address, separate the email addresses with a semi-colon.</p>	<p>Additional Notification (e-mail): <input type="text"/></p>	
<p>6. Click Save Progress in the bottom right side of the tab.</p>	<p><input type="button" value="Save Progress"/> <input type="button" value="View Report"/></p>	
<p>7. Click Next in the bottom left side of the tab to proceed to Tab 2.</p>	<p><input type="button" value=" << Previous"/> <input type="button" value=" Next >>"/></p>	
<p>Tab 2. Description</p>		
<p>1. Click on the calendar icon to select the Date of the Incident.</p> <p>If a date is unknown, enter the date the incident was reported.</p>	<p>Date of Incident (mm/dd/yyyy): <input type="text"/> <input type="button" value="Calendar"/></p>	
<p>2. Select the Time of Event from the dropdown menu and toggle AM or PM.</p> <p>If time is not known, toggle unknown.</p>	<p>Time of the event: <input type="button" value="Select"/> <input type="button" value="Select"/> <input type="radio"/> AM <input type="radio"/> PM <input type="radio"/> unknown</p>	

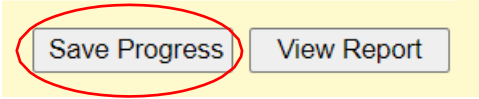

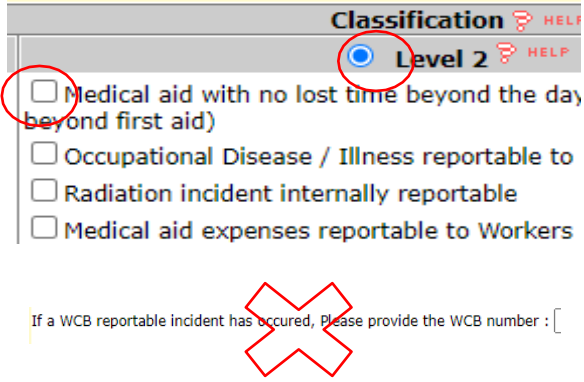
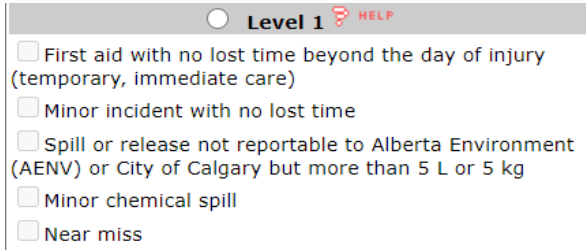
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<p>3. Select the Campus the incident occurred on from the dropdown menu.</p> <ul style="list-style-type: none"> • WA Ranches – use for operations staff only (not for research, see Field Research) • Practicum – for students working through a practicum (eg. AHS Sites or Vet Clinics) • Field Research – for research occurring off campus • Field School Excursion – for instructional activities occurring off campus 	
<p>4. Select the Incident Location/Parking Lot by clicking the Select button.</p>	
<p>Use the search function by entering the following:</p> <ol style="list-style-type: none"> For parking lots, enter Lot and the number in the Building/Parking Lot box e.g. Lot 10 For buildings, enter the building acronym in the Building Number box e.g. MSC Ensure the correct campus is selected from the dropbox Click Search for Location <p>If the building is found, a list of floors and room numbers will appear.</p> <ol style="list-style-type: none"> Toggle the correct Floor and Room Number Scroll to the bottom of the page, click Select Room <p>If the floor or room is not listed, click Other Place in this Location, not listed here. Then enter Room/Site in the box provided.</p>	



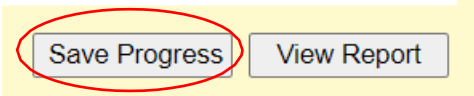
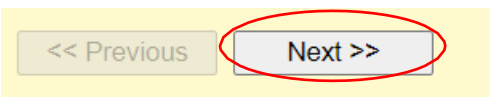
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<p>If the location cannot be found or selected, enter the information in 'Other place in campus, not listed in the database' box.</p>	<p>Other place in campus, not listed in the database: <input type="text"/></p>
<p>5. Provide a detailed description of events and conditions leading up to the incident.</p> <ul style="list-style-type: none"> • How the incident occurred and the post-incident response. • Include Who, What, When, Where and How, using positions or job titles. • Do not include personal names or medical information. 	<p>Incident Details:</p> <div style="border: 1px solid black; height: 100px;"></div>
<p>Upload Attachment (optional) If there is additional documentation (photos, information) regarding the incident, upload the information.</p> <ol style="list-style-type: none"> Click Upload Attachment. Enter the subject of the document in the field provided. Click Browse and choose the file. Click Upload File. <p>Note: Do not attach WCB reports or Doctor's notes</p>	<p>Incident Details:</p> <div style="border: 1px solid black; height: 100px;"></div> <p>Upload Attachment</p>
<p>6. Did Campus Security Attend or assist with the incident? Toggle Yes or No.</p>	<p><input type="button" value="Upload Attachment"/></p> <p>Campus Security Attended?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Witness Name: <input type="text"/></p>
<p>7. If there was a Witness to the incident, enter the name and contact information in the fields provided.</p>	<p><input type="button" value="Upload Attachment"/></p> <p>Campus Security Attended?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Witness Name: <input type="text"/></p>
<p>8. Determine if First Aid was required and toggle Yes or No.</p> <p>If Yes is toggled, the following additional fields will appear:</p> <ol style="list-style-type: none"> Toggle Yes or No if Emergency Services 	<p>Was First Aid required? Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Did Emergency Services attend? (Ambulance or Fire Department) Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>If First Aid required, please provide details of treatment</p> <div style="border: 1px solid black; height: 20px;"></div>

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<p>attended.</p> <ul style="list-style-type: none"> b. Toggle Yes or No if Emergency Services was refused. c. If First Aid was given, provide the treatment details in the field box. d. Provide the name of the first aider in the field box. e. Select the qualifications of the first aider from the dropbox. 	
<p>9. Click Save Progress in the bottom right side of the tab.</p>	
<p>10. Click Next in the bottom left side of the tab to proceed to Tab 3.</p>	
<p>Tab 3. Classification</p>	
<p>Choose the correct classification for the incident based on the information that has been provided.</p> <ol style="list-style-type: none"> 1. Select the correct Level of the incident. 2. Select the Type of Incident under that level. <p>Note: See below for each level incident process.</p> <p>Note: Ignore the box that appears once an incident reportable to WCB is checked.</p>	
<p>Level 1 Incident</p> <p>Investigation to be completed by the Supervisor unless the EHS Director determines an EHS Lead Investigation is to be completed. See Level 3 Incident.</p> <p>Investigation findings and corrective actions to be approved by Supervisor.</p>	

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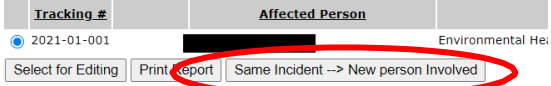
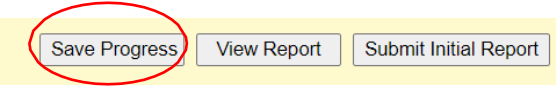
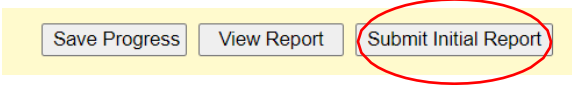
<p>Level 2 Incident</p> <p>Investigation to be completed by the Supervisor unless the EHS Director determines an EHS Lead Investigation is to be completed. See Level 3 Incident.</p> <p>Investigation findings and corrective actions to be approved by Manager/Second Higher Authority.</p>	<p style="text-align: right;">● Level 2 </p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical aid with no lost time beyond the day of injury (medical care beyond first aid) <input type="checkbox"/> Occupational Disease / Illness reportable to WCB with no lost time <input type="checkbox"/> Radiation incident internally reportable <input type="checkbox"/> Medical aid expenses reportable to Workers Compensation Board (WCB) with no lost time beyond the day of injury <input type="checkbox"/> Spill or release reportable to Alberta Environment (AENV) or City of Calgary that is not an adverse effect or contravention of an approval, license or code of practice <input type="checkbox"/> Chemical spill resulting in injury or exposure <input type="checkbox"/> Motor vehicle accident
<p>Level 3 Incident</p> <p>The EHS Director will determine if an EHS Lead Investigation is to be completed.</p> <p>If an EHS Lead Investigation is to be completed, the investigation findings and corrective actions will be presented in a formal report and reviewed with the Department Head/Director of the person affected and Director of EHS. Revisions to the report will be discussed at this meeting.</p> <p>Once revisions are complete, EHS will email the Department Head the final report for their acceptance. Once it is accepted over email, EHS will close the report in OARS.</p> <p>If an EHS Lead Investigation is not required, EHS will assist with the Supervisor/Manager in completing the OARS report. Signoff will be required up to Department head/Director level. EHS will close the report in OARS once that is complete.</p>	<p style="text-align: right;">● Level 3 </p> <ul style="list-style-type: none"> <input type="checkbox"/> Injury reportable to Workers Compensation Board (WCB) with lost time beyond the day of injury <input type="checkbox"/> Occupational Disease/ Illness reportable to WCB with lost time <input type="checkbox"/> ** Injury or accident that results in death <input type="checkbox"/> ** Injury or accident that results in a worker being admitted to a hospital for more than 2 days <input type="checkbox"/> ** Unplanned or uncontrolled explosion or fire that causes a serious injury or that has the potential of causing a serious injury <input type="checkbox"/> ** Unplanned or uncontrolled flood that causes a serious injury or that has the potential of causing a serious injury <input type="checkbox"/> ** The collapse or failure of any component of a building or structure necessary for the structural integrity of the building structure <input type="checkbox"/> ** The collapse or upset of a crane, derrick or hoist <input type="checkbox"/> Release of dangerous goods reportable under Transportation of Dangerous Goods (TDG) <input type="checkbox"/> Radioactive incidents reportable to the Canadian Nuclear Safety Commission (CNSC) <input type="checkbox"/> Spill or release reportable to Alberta Environment (AENV) or City of Calgary that is potentially an adverse effect or contravention of an approval, license or code of practice
<p>3. Click Save Progress in the bottom right side of the tab.</p>	
<p>4. Click Next in the bottom left side of the tab to proceed to Tab 4.</p>	

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Tab 4. Details

<p>1. Toggle a selection(s) for Body Part(s) Affected by the incident.</p> <p>Select Non-Personal Damage for non-injury incidents.</p> <p>Note: If Other is selected, use the field box below to explain.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #cccccc;">Body Part(s) Affected</p> <p><input type="checkbox"/> Head</p> <p><input type="checkbox"/> Eye(s)</p> <p><input type="checkbox"/> Ear(s)</p> <p><input type="checkbox"/> Neck</p> <p><input type="checkbox"/> Chest / Shoulder(s)</p> <p><input type="checkbox"/> Back</p> </div>
<p>2. Toggle a selection(s) for Nature of Injury for the incident.</p> <p>Select Non-Personal Damage for non-injury incidents.</p> <p>Note: If Other is selected, use the field box below to explain.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #cccccc;">Nature of Injury</p> <p><input type="checkbox"/> Bruising / Bumps</p> <p><input type="checkbox"/> Burns</p> <p><input type="checkbox"/> Crushing Injury</p> <p><input type="checkbox"/> Dermatitis</p> <p><input type="checkbox"/> Ear / Hearing Condition</p> <p><input type="checkbox"/> Electric Shock</p> </div>
<p>3. Toggle a selection(s) for the Type of Contact for the incident.</p> <p>Note: If Other is selected, use the field box below to explain.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #cccccc;">Type of Contact <small>HELP</small></p> <p><input type="checkbox"/> Bites / Scratch / Kicks</p> <p><input type="checkbox"/> Biohazardous Material</p> <p><input type="checkbox"/> Bodily Reaction / Exertion</p> <p><input type="checkbox"/> Contact with Objects -In, On, Under</p> <p><input type="checkbox"/> Electricity</p> </div>
<p>4. Click Save Progress in the bottom right side of the tab.</p>	<div style="background-color: #ffffcc; padding: 5px; border: 1px solid gray;"> <p><input type="button" value="Save Progress"/> <input type="button" value="View Report"/> <input type="button" value="Submit Initial Report"/></p> </div>
<p>5. Click Submit Initial Report.</p> <p>This will automatically send email notifications to:</p> <ul style="list-style-type: none"> The person reporting incident The person affected or involved by incident The identified Supervisor from Tab 1. Environment, Health and Safety Staff Wellness (Level 2 or 3) Risk Management and Insurance, if Public or Student Incident (Level 2 or 3) 	<div style="background-color: #ffffcc; padding: 5px; border: 1px solid gray;"> <p><input type="button" value="Save Progress"/> <input type="button" value="View Report"/> <input type="button" value="Submit Initial Report"/></p> </div>

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<p>This will also generate an OARS Report number.</p>	
<p>Same Incident New Person Involved</p>	
<p>If the same incident has multiple people affected, follow these instructions starting after the initial OARS report has been submitted for the first person affected.</p> <p>1. Go to OARS home page, select View/Edit all Open Reports Submitted by Me.</p>	<p>Incident Reports</p> <p>Create New Incident Report</p> <p>View / Edit My Unfinished Incident Reports</p> <p>View / Edit all Open Reports Submitted by Me</p> <p>View / Edit Submitted Reports Involving Me as Injured Party or Supervisor</p> <p>View My Closed Reports</p>
<p>2. Toggle the applicable OARS report and click Same Incident – New person Involved.</p> <p>The common information from the submitted report is copied into the new report.</p>	
<p>3. Follow instructions for filling out tabs 1-4.</p>	<p>1. Person Involved--> 2. Description--> 3. Classification--> 4. Details</p>
<p>4. Click Save Progress in the bottom right side of the tab.</p>	
<p>5. Click Submit Initial Report.</p> <p>This will automatically send email notifications to:</p> <ul style="list-style-type: none"> • The person reporting incident • The person affected or involved by incident • The identified Supervisor from Tab 1 • Environment, Health and Safety • Staff Wellness (if Level 2 or 3) • Risk Management and Insurance, if Public or Student Incident (Level 2 or 3) 	

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This will generate an OARS Report number related to the original OARS report.

Editing and Viewing a Submitted Initial OARS Report

The Person Affected and University Representative are able to edit a submitted initial report until viewed by the Supervisor.

1. Click on **View/Edit all Open Reports Submitted by Me.**

Incident Reports

[Create New Incident Report](#)

[View / Edit My Unfinished Incident Reports](#)

[View / Edit all Open Reports Submitted by Me](#)

[View / Edit Submitted Reports Involving Me as Injured Party or Supervisor](#)

[View My Closed Reports](#)

2. Toggle the OARS report and:

- a. To edit the report, click **Select for Editing.**

See **Creating an OARS Report** and **Tab 1. to 4.** for instructions.

- b. To view the PDF report in Adobe Acrobat, click **Print Report.**

Tracking #	Affected Person	
2021-01-001	[REDACTED]	Environmental Hei
<input type="button" value="Select for Editing"/>	<input type="button" value="Print Report"/>	<input type="button" value="Same Incident --> New person Involved"/>

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Completing a Level 1 or 2 Investigation - Supervisors/Managers

Note: Mandatory OARS Closure Status
Level 1 Incidents closed within 7 days
Level 2 Incidents closed within 10 days

Log into your My UofC account from the University main webpage.

1. Select **Around Campus**.
2. Select **Accident report (OARS)** in the **Stay safe** column.



- Stay safe
- [Contact Campus Security](#)
 - [Be safe working alone](#)
 - [Request SafeWalk](#)
 - [Environment, Health & Safety](#)
 - [Chematix](#)
 - [Accident report \(OARS\)](#)
 - [UC Emergency App](#)

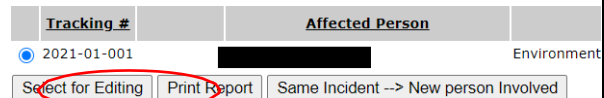
3. Click on the **Click here to enter through MyUofC**.



4. Click on **View/Edit Submitted Reports Involving Me as Injured Party or Supervisor**.

- Incident Reports
- [Create New Incident Report](#)
 - [View / Edit My Unfinished Incident Reports](#)
 - [View / Edit all Open Reports Submitted by Me](#)
 - [View / Edit Submitted Reports Involving Me as Injured Party or Supervisor](#)
 - [View My Closed Reports](#)

5. Toggle the OARS report, and click **Select for Editing**.



There are six tabs at the top of the page. The **Person Reporting the Incident** has completed **Tabs 1.- 4.**

1. Person Involved--> 2. Description--> 3. Classification--> 4. Details--> 5. Investigative Details--> 6. Corrective

6. Review the information in Tabs 1.- 4.

If necessary, Supervisors/managers may request the University Representative to edit information in the first four tabs to ensure accuracy, and that all required fields are completed.

**Completing the Investigation – Tab 5. Investigative Details
Level 1 & 2 Incidents**

Note: For all EHS led investigations, do not proceed.

1. Select the **Immediate Cause(s)** for the incident. These include unsafe acts and conditions that directly lead up to the incident. Select all that apply.

Note: At least one selection must be chosen. If **Other** is selected, the field box below must be populated with details.

*Eg. hammer broke and hurt worker's thumb
Immediate cause: Defective tool*

Immediate Causes HELP

<input type="checkbox"/>	Failure to identify hazards
<input type="checkbox"/>	Failure to react/correct
<input type="checkbox"/>	Failure to check/monitor
<input type="checkbox"/>	Failure to secure
<input type="checkbox"/>	Failure to warn

2. Select the **Root Cause** for the incident. A root cause is an underlying issue of the immediate cause(s) selected the unsafe acts or conditions.

To determine Root Cause of an incident, ask these questions:

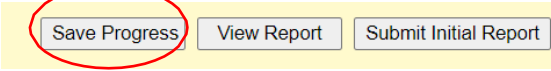
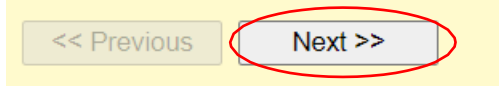
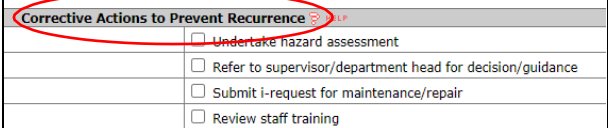
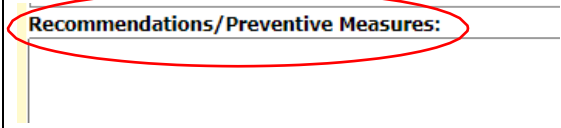
- a. How did it happen? What went wrong?
- b. Was the task being done correctly?
- c. Was there anything they could have done differently?

Note: At least one selection must be chosen. If **Other** is selected, the field box below must be populated with details.

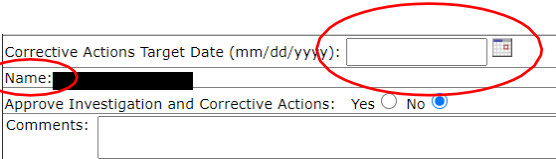
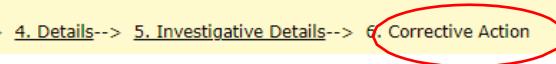
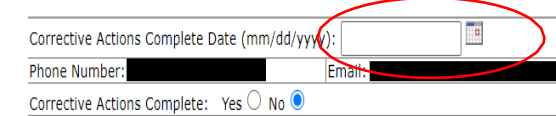
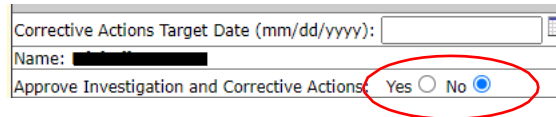
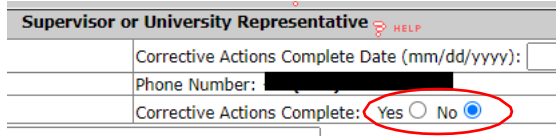
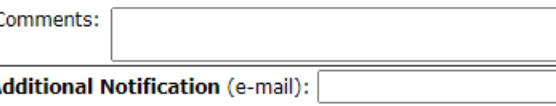
Root Causes HELP

<input type="checkbox"/>	Lack of knowledge or experience
<input type="checkbox"/>	Incidents not reviewed
<input type="checkbox"/>	Lack of adequate leadership/supervision
<input type="checkbox"/>	Inadequate instructions, orientation, and/or training
<input type="checkbox"/>	Lack of skill

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<p><i>Eg. hammer broke and hurt worker's thumb</i> <i>Immediate cause: Defective tool</i> <i>Root cause: No inspection program and/or no preventative maintenance program</i></p>	
<p>3. Click Save Progress in the bottom right side of the tab.</p>	
<p>4. Click Next in the bottom left side of the tab to proceed to Tab 6.</p>	
<p>Completing the Investigation – Tab 6. Corrective Actions - Supervisor/Managers Level 1 & 2 Incidents</p>	
<p>Note: For all EHS led investigations, do not proceed.</p>	
<p>Based on the root cause of the incident, determine a corrective action(s) that will prevent the incident from re-occurring.</p> <p>Use the hierarchy of controls: Elimination>Engineering>Administration>PPE</p> <p>1. Select all corrective action categories that apply.</p> <p>Example: <i>Hammer broke and hurt worker's thumb</i> <i>Immediate cause: Defective tool</i> <i>Root cause: No inspection program</i> <i>Corrective action: Develop a pre-use checklist</i></p>	
<p>2. Describe the corrective action(s) in the text box provided.</p>	

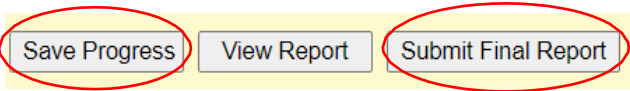
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<p>Under the section Management Review there are sections for various levels of approval.</p> <p>The first section is for the Supervisor or University Representative. Their name should appear in this section.</p> <p>3. Choose a corrective action Target Date by clicking the calendar icon.</p>	
<p>4. Go to Tab 6. Corrective Action</p>	
<p>5. Under the Management Review section, and Supervisor or University Representative title, select the Corrective Actions Complete Date by clicking the calendar icon and selecting a date.</p> <p>Note: The Corrective Actions Complete date CANNOT be before the Corrective Actions Target date.</p>	
<p>6. Toggle Yes to Approve the Investigation and Corrective Actions.</p>	
<p>7. Toggle Yes to Corrective Actions Complete.</p>	
<p>Comments and Additional Notification (Optional)</p> <p>The Supervisor may provide comments in the box provided.</p> <p>The additional notifications that were listed on Tab 1. will show here. The Supervisor can add email addresses of other individuals who may</p>	

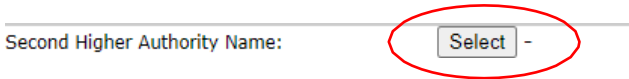
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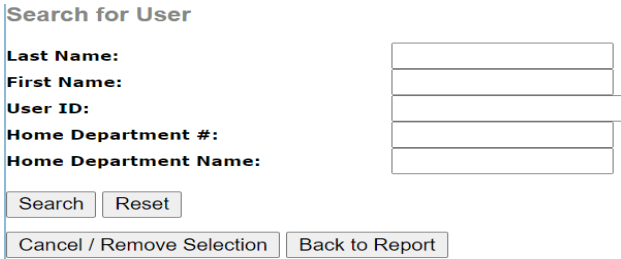
<p>need to know about the incident eg. EHS Consultants, Lab Safety Specialists, HR, etc.</p> <p>To enter more than one email address, separate the email addresses with a semi-colon.</p>	
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For Level One Incidents

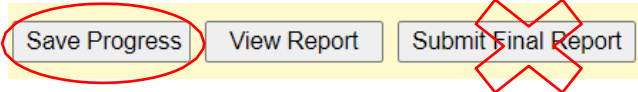
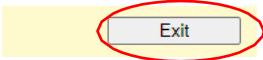
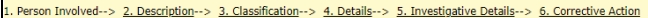

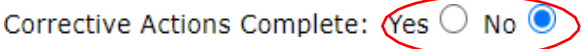

<p>The Supervisor completes the following:</p> <p>8. Click the Save Progress button.</p> <p>9. Click the Submit Final Report button.</p> <p>It might take a minute for it to submit. A pop-up will appear saying the report was submitted successfully.</p> <p>If a pop-up shows an error message, go through the different tabs thoroughly to ensure all mandatory sections have been completed. For example if 'Other' is selected, a text box must have text describing it.</p>	
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For Level Two Incidents

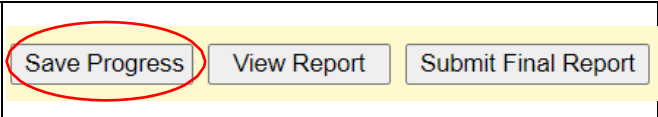
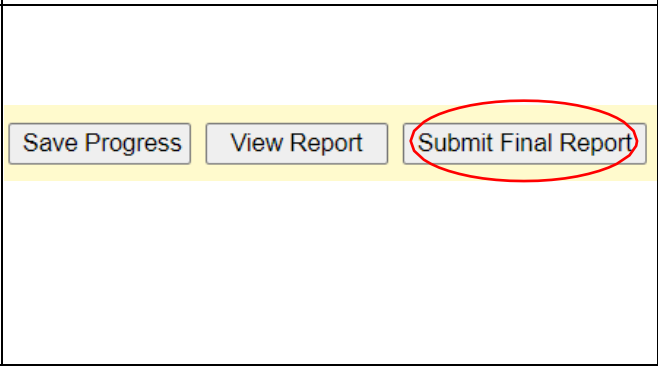
<p>The Supervisor will need to identify the Second Higher Authority. This is the Reports to Manager for the Supervisor.</p> <p>8. Click the Select button.</p>	
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<p>Use the search function by entering the person's first/last name, user ID, home department number, home department name and click Search. . Toggle correct person and click Select Person.</p> <p>Note: Fill in one or two fields. Search fields are space and spelling sensitive.</p>	
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<p>9. Click the Save Progress button.</p> <p>DO NOT click the Submit Final Report button.</p>	
<p>10. Scroll to the top of the page and click Exit.</p>	
<p>Closing a Level 2 Report – as Second Higher Authority</p>	
<p>Follow the instructions for Completing a Level 1 or 2 investigation – Supervisors/Managers to open the OARS report.</p> <p>Do not open the OARS report BEFORE the Supervisor has approved the report. This will lock out the Supervisor from the report.</p>	
<p>There are six tabs at the top of the page. The Person Reporting the Incident completed Tabs 1.- 4. The Supervisor completed Tabs 5. & 6.</p> <ol style="list-style-type: none"> Review the information in Tabs 1.- 6. Proceed to Tab 6. to complete the report. 	
<p>3. Under Management Review section, and Second Higher Authority title, toggle Yes to Approve Investigation and Corrective actions.</p>	
<p>4. Toggle Yes to confirm the Corrective actions are complete.</p>	
<p>Comments (Optional) The Second Higher Authority may provide comments in the field box provided.</p>	

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<p>5. Click the Save Progress button.</p>	 A screenshot of a software interface showing three buttons: 'Save Progress', 'View Report', and 'Submit Final Report'. The 'Save Progress' button is circled in red. The buttons are set against a light yellow background.
<p>6. Click the Submit Final Report button.</p> <p>A pop-up will appear saying the report was submitted successfully. If a pop-up shows an error message, go through each tab to ensure all sections have been completed. For example, If 'Other' is selected, a text box must have text describing it.</p>	 A screenshot of a software interface showing three buttons: 'Save Progress', 'View Report', and 'Submit Final Report'. The 'Submit Final Report' button is circled in red. The buttons are set against a light yellow background.

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