



Online Accident Reporting System (OARS) Public Incident Instructions

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		Issued Date:	2021.04.06
Section:	CMTX-0702 OARS Instructions	Revised Date:	
		Reviewed Date:	
Pages:	14	Revision #:	
		By:	DD, MM, MMcD

PURPOSE

The Online Accident Reporting System (OARS) Public Incident Instructions provide step-by-step instructions for the reporting and investigation of public and visitor injury 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 involving the public.

See SCOPE in CMTX-0701 Online Accident Reporting System (OARS) Instructions for What to Report in OARS and What not to Report in OARS.

RESPONSIBILITIES

Public

- Must report all incidents to a University Representative

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.

DEFINITIONS

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.

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.

See **DEFINITIONS** in CMTX-0701 Online Accident Reporting System (OARS) Instructions

RELATED DOCUMENTS

CMTX-0701 Online Accident Reporting System (OARS) Instructions

The electronic version is the official version.

TABLE OF CONTENTS

Instructions

Roles in OARS

[Creating an OARS Report](#)

University Representative

[Tab 1. Person Involved](#)

[Tab 2. Description](#)

[Tab 3. Classification](#)

[Tab 4. Details](#)

[Same Incident New Person Involved](#)

University Representative/Supervisors/Managers

[Editing and Viewing Submitted Initial OARS Report](#)

Supervisors/Managers

[Completing and Closing the OARS Report](#)

Supervisors/Managers

[Tab 5. Investigative Details](#)

[Tab 6. Corrective Actions](#)

Creating an OARS Report – Public Incidents

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](#)
- [Chematrix](#)
- [Accident report \(OARS\)](#)
- [UC Emergency App](#)

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

The image shows the homepage of the OARS (Online Accident Reporting System). At the top, there is a red banner with the text 'OARS Online Accident Reporting System'. Below the banner, there is a link 'Contact us by Email oars@ucalgary.ca'. In the center, there is a box containing the following information: 'Email us at : chematrix@ucalgary.ca', 'The System will be offline:', 'Daily: -', 'Weekly: Sun 12:01 - 12:20 AM Offline backup', 'Other: -', 'OARS: Version 2.96.64 (2020 Nov 12 18:00)', and 'EHSSuite: Version 4.99.94 (2020 Nov 12 18:00)'. At the bottom of the box, there is a link 'Click here to enter through MyUofC' which is circled in red.

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

Incident Reports

[Create New Incident Report](#)

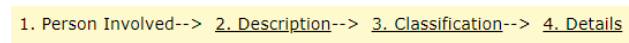
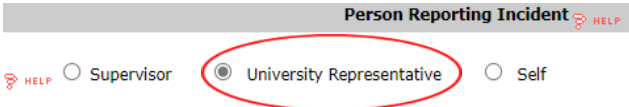
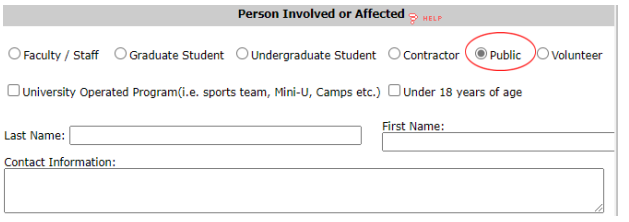
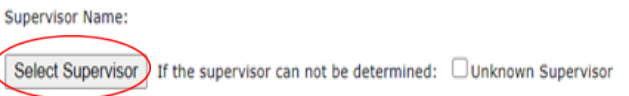


[View / Edit My Unfinished Incident Reports](#)

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

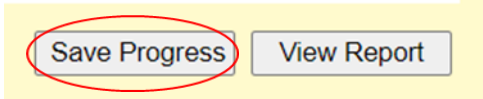
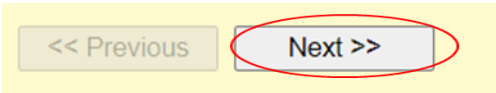
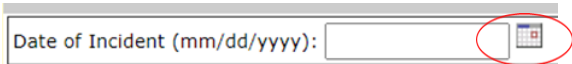
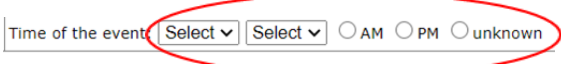
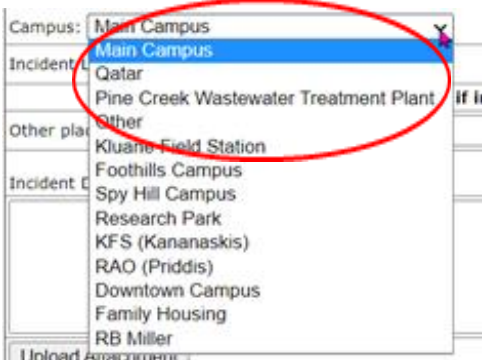

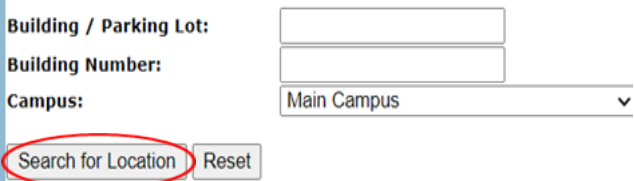
[View / Edit Submitted Reports Involving Me as Injured Party or Supervisor](#)

[View My Closed Reports](#)

Tab 1. Person Involved

<p>1. At the top of the screen are 4 different tabs to move through, starting with 1. Person Involved.</p>	
<p>2. Toggle the role of Person Reporting Incident: Click on University Representative.</p> <p>Note: The details of the person logged in will auto-fill.</p>	
<p>3. Select Person Involved or Affected: Click Public. Provide name and other details of the affected party.</p>	
<p>4. Select Supervisor: Click Select Supervisor and then search and select supervisor of University Representative, or supervisor of area, program or event associated with the incident.</p>	
<p>5. 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: Only one or two fields may be required to search. Fields are spelling sensitive.</p>	
<p>6. Additional Notification (optional) may be used to provide email address of EHS Consultant, riskmgmt@ucalgary.ca or other University employee(s).</p> <p>Note: Use a semi-colon to separate multiple email addresses.</p>	

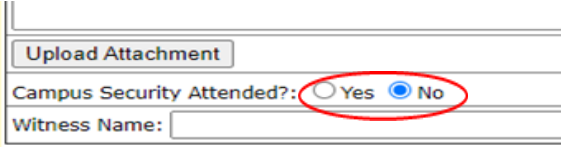
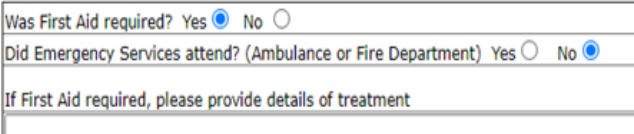
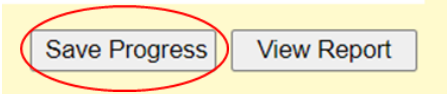

The electronic version is the official version.

<p>7. Click on Save Progress in the bottom right side of the tab.</p>	
<p>8. Click on Next in the bottom left side of the tab to proceed to Tab 2.</p>	
<p>Tab 2. Description</p>	
<p>1. Click on the calendar icon to select the Date of Incident.</p> <p>If the date is unknown, enter the date the incident was reported.</p>	
<p>2. Select the Time of the Event from the dropdown menu and toggle AM or PM.</p> <p>If unknown, toggle Unknown.</p>	
<p>3. Select the Campus the incident occurred on from the dropdown menu.</p> <p>Click on Other if the incident occurred off-campus.</p>	
<p>4. Select the Incident Location/Parking Lot by clicking on the Select button.</p>	
<p>Use the search function by entering the following:</p> <p>a. For parking lots, enter Lot and the number in the Building/Parking Lot field e.g. Lot 10</p> <p>b. For buildings, enter the building acronym in the Building Number field,</p>	

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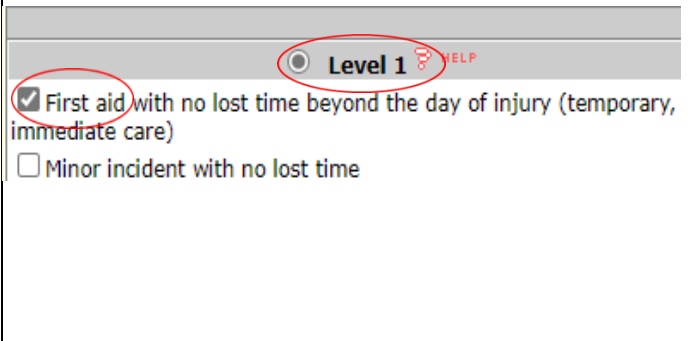
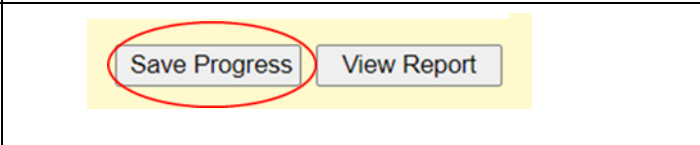
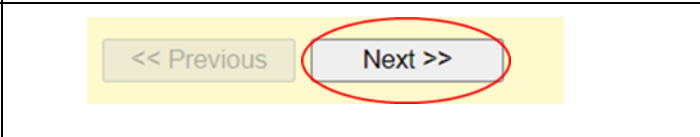
<p>e.g. KNB</p> <p>c. Ensure the correct campus is selected from the dropdown menu</p> <p>d. Click on Search for Location</p>																
<p>If the building is found, a list of floors and room numbers will appear.</p> <p>e. Toggle the correct Floor and Room Number</p> <p>f. Scroll to the bottom of the page, click on Select Room</p> <p>If the floor or room is not listed, click on Other Place in this Location, not listed here. Then enter Room/Site in the box provided.</p>	<p>KNB / Kinesiology Block B</p> <table border="1"> <thead> <tr> <th></th> <th>Floor</th> <th>Room Number ↓</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Main or Ground Floor</td> <td>101</td> </tr> <tr> <td><input type="radio"/></td> <td>Main or Ground Floor</td> <td>101A</td> </tr> <tr> <td><input type="radio"/></td> <td>Main or Ground Floor</td> <td>101B</td> </tr> <tr> <td><input type="radio"/></td> <td>Main or Ground Floor</td> <td>101C</td> </tr> </tbody> </table> <p><input type="button" value="Select Room"/> <input type="button" value="Other Place in this Location, not listed here"/></p> <p><input type="button" value="Cancel / Remove Selection"/> <input type="button" value="Back to Report"/></p>		Floor	Room Number ↓	<input type="radio"/>	Main or Ground Floor	101	<input type="radio"/>	Main or Ground Floor	101A	<input type="radio"/>	Main or Ground Floor	101B	<input type="radio"/>	Main or Ground Floor	101C
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<input type="radio"/>	Main or Ground Floor	101A														
<input type="radio"/>	Main or Ground Floor	101B														
<input type="radio"/>	Main or Ground Floor	101C														
<p>If the location cannot be found or selected, enter the information in Other place in campus, not listed in the database field.</p>	<p><input type="text" value="Other place in campus, not listed in the database:"/></p>															
<p>5. Use the open text box Incident Details to provide a detailed description of events and conditions leading up to the incident and response and/or treatment provided on site.</p> <ul style="list-style-type: none"> Describe how the incident occurred and the post-incident response. Include <i>Who, What, When, and Where</i> using positions or job titles. Do not include personal names or medical information. State whether the incident was directly witnessed by University personnel. 	<p>Incident Details:</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>															

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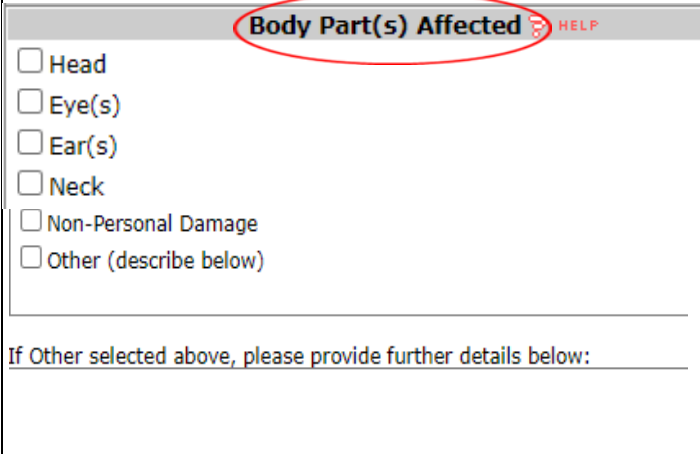
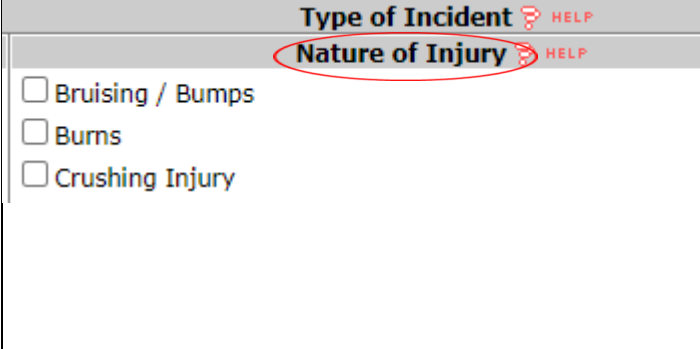
<p>Upload Attachment (optional) If there is additional documentation (e.g., photos, information) upload the information:</p> <ol style="list-style-type: none"> Click Upload Attachment. Enter the subject of the document in the field provided. Click Browse and choose the file. Click Upload File. <p>Note: Do not attach medical documents.</p>	<p>Incident Details:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="text-align: center;">Upload Attachment</p>
<p>6. Indicate whether Campus Security Attended or assisted: Toggle Yes or No.</p>	
<p>7. Record all witness(es) details in fields provided.</p>	<p>Witness Name: <input type="text"/> Address: <input type="text"/> Phone: <input type="text"/></p>
<p>8. Indicate whether First Aid was required: 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 attended. Toggle Yes or No if Emergency Services was refused. If First Aid was required, provide the treatment details in the field provided. Provide the name of the first aider in the field provided. Select the qualifications of the first aider from the dropdown menu. 	
<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>	

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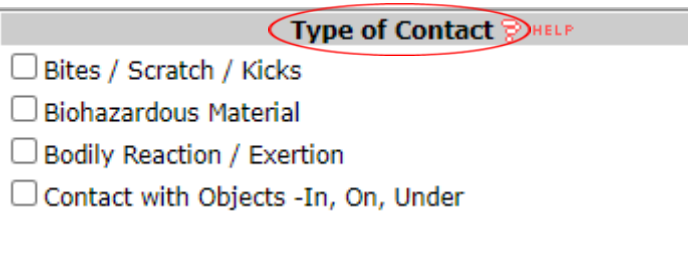
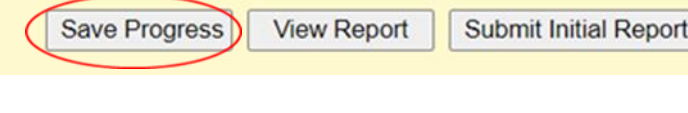
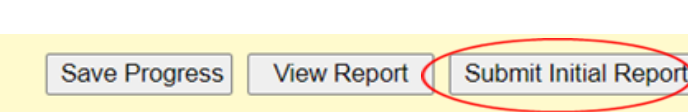

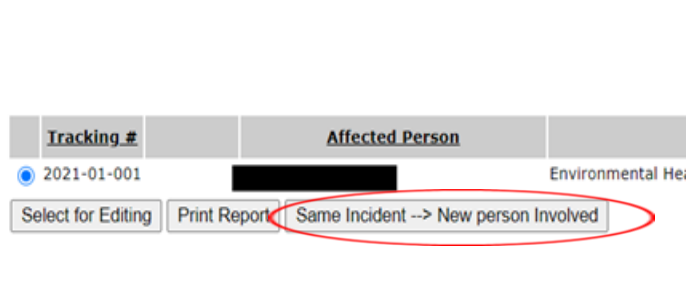
Tab 3. Classification

<p>Choose the most applicable classification for the incident based on the information provided.</p> <ol style="list-style-type: none"> 1. Select the Level of severity of the incident: Toggle Level 1, 2, or 3. 2. Select the incident descriptor from the column under that level. 	
<ol style="list-style-type: none"> 3. Click Save Progress in the bottom right side of the tab. 	
<ol style="list-style-type: none"> 4. Click Next in the lower left side of the tab to proceed to Tab 4. 	


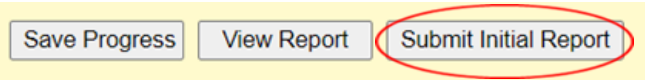
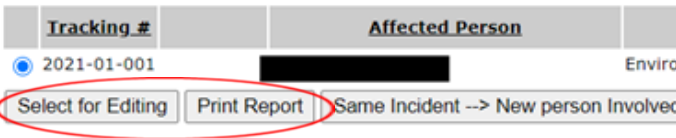
Tab 4. Details

<p>Complete Details for Type of Incident:</p> <ol style="list-style-type: none"> 1. Toggle selection(s) for Body Part(s) Affected by the incident. <p>Select all that apply.</p> <p>Select 'Non-Personal Damage' for non-injury incidents.</p> <p>Note: If 'Other' is selected, the open text box must be populated to provide details.</p>	
<ol style="list-style-type: none"> 2. Toggle selection(s) for Nature of Injury. <p>Select all that apply.</p> <p>Select 'Non-Personal Damage' for non-injury incidents.</p> <p>Note: If 'Other' is selected, the open text box must be populated to provide details.</p>	

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<p>3. Toggle selection(s) for Type of Contact.</p> <p>Select all that apply.</p> <p>Note: If 'Other' is selected, the open text box must be populated to provide 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 action will generate an OARS report number.</p> <p>Email notifications will be sent to all parties listed under "Additional Notifications" and:</p> <ul style="list-style-type: none"> • the University Representative • the Supervisor identified in Tab 1. • Environment, Health and Safety • Risk Management and Insurance (level 2 and 3 incidents only) 	
<p>Same Incident New Person Involved</p>	
<p>If the same incident has multiple people affected, follow these instructions after the initial OARS report has been submitted for the first person affected.</p> <p>1. Go to OARS home page, Click on View/Edit all Open Reports Submitted by Me</p>	
<p>2. Toggle the applicable OARS report and click on Same Incident – New person Involved.</p> <p>The common information from the submitted report is copied into the new report.</p>	

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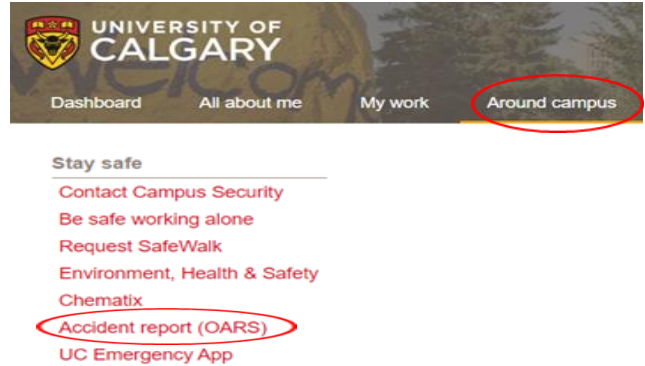
<p>3. Follow instructions for completing Tabs 1. – 4.</p>	<p>1. Person Involved--> 2. Description--> 3. Classification--> 4. Details</p>
<p>4. Click on Save Progress in the bottom right side of the tab.</p>	
<p>5. Click on Submit Initial Report.</p> <p>This action will generate an OARS Report number related to the original OARS report.</p> <p>Email notifications will be sent to all parties listed under 'Additional Notifications' and:</p> <ul style="list-style-type: none"> • the University Representative • the Supervisor identified in Tab 1. • Environment, Health and Safety • Risk Management and Insurance (level 2 and 3 incidents only) 	
<p>Editing and Viewing a Submitted Initial OARS Report</p>	
<p>The University Representative may edit a submitted initial report until viewed by the Supervisor.</p> <p>1. Click on 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 OARS report and:</p> <p>a. To edit the report, click on Select for Editing.</p> <p>b. To view the PDF report in Adobe Acrobat, click on Print Report.</p>	

The electronic version is the official version.

Completing and Closing the OARS Report - Supervisors/Managers

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.



3. Select **Click here to enter through MyUofC**.

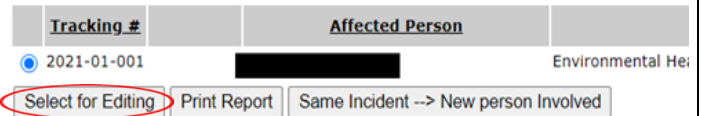


4. Select **View/ Edit Submitted Reports Involving Me as Injured Party or Supervisor**

Incident Reports

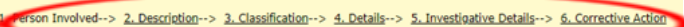
- [Create New Incident Report](#)
- [View / Edit My Unfinished Incident Reports](#)
- [View / Edit all Open Reports Submitted by Me](#)
- [View / Edit Submitted Reports Involving Me as Injured Party or Supervisor](#)
- [View My Closed Reports](#)

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



There are six tabs at the top of the page. The University Representative has completed **Tabs 1.- 4.**

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

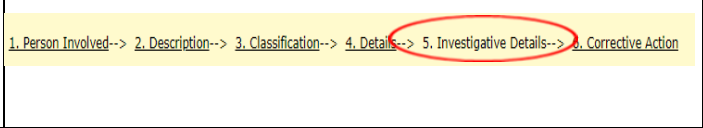
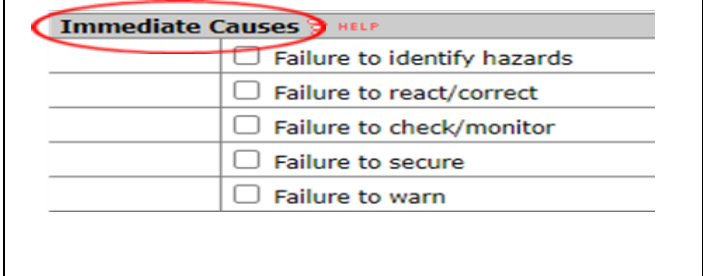
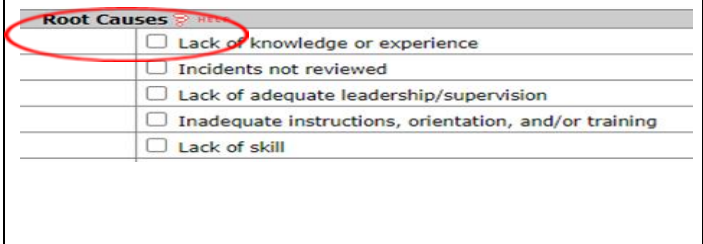
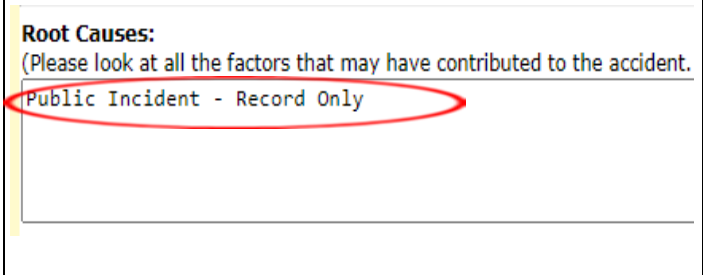
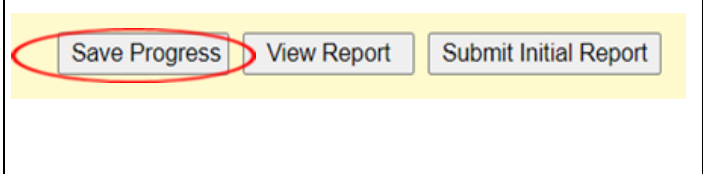


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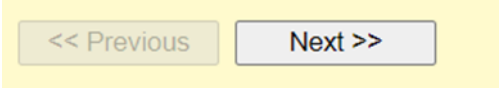
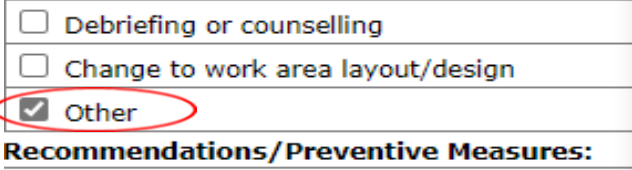

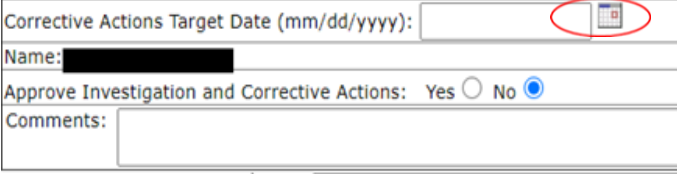
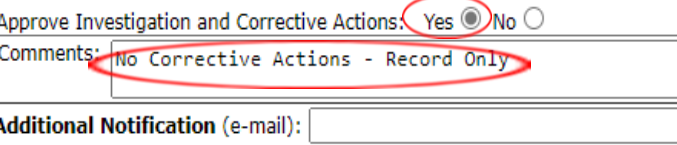
If necessary, Supervisors/managers may request the University Representative to edit information in the first four tabs to ensure accuracy, and that all required fields are completed.

Tab 5. Investigative Details

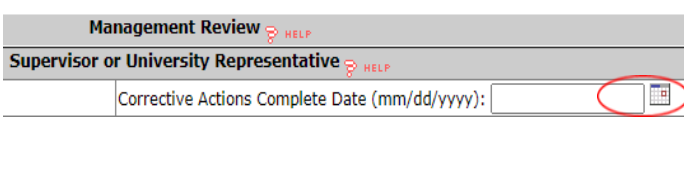
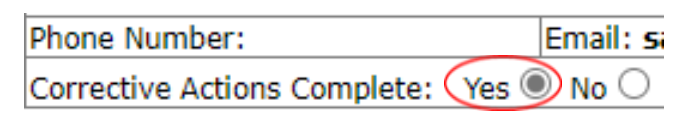
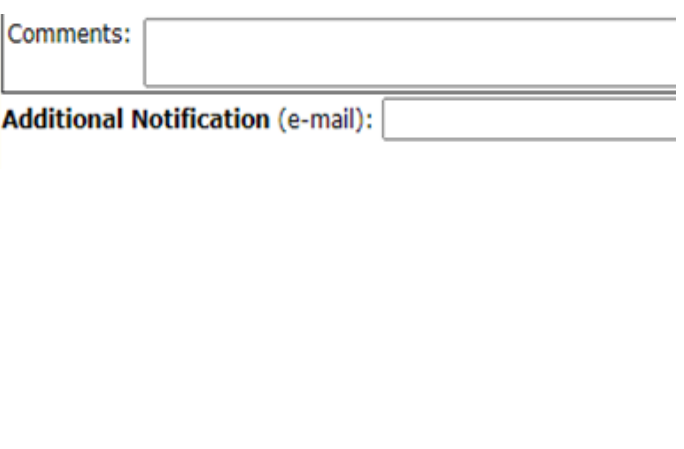

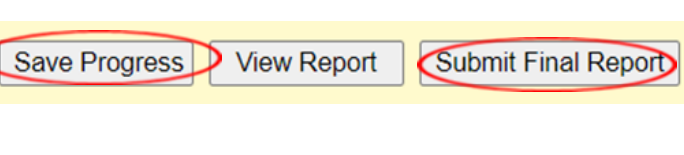
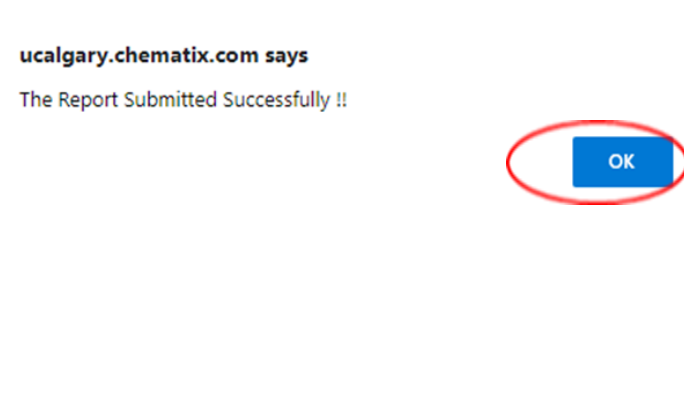
Note: OARS is used to record incidents involving the public. No investigative details are to be entered into the OARS report. An incident investigation may be undertaken or led by Environment, Health and Safety or Risk Management and Insurance, as appropriate. Proceed to complete the following instructions to enable closure of the report.

<p>1. Go to Tab 5. Investigative Details.</p>	
<p>2. From the list of Immediate Causes, select 'Other'.</p>	
<p>3. From the list of Root Causes, select 'Other'.</p>	
<p>4. Use the open text box under Root Causes list to enter the phrase 'Public Incident – Record Only'.</p>	
<p>5. Click Save Progress in the bottom right side of the tab.</p>	

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<p>6. Click Next in the bottom left side of the tab to proceed to Tab 6.</p>	
<p>Tab 6. Corrective Action</p>	
<p>Note: OARS is used to record and not investigate incidents involving the public. No corrective action details are to be entered into the OARS report. An incident investigation may be undertaken or led by Environment, Health and Safety or Risk Management and Insurance, as appropriate. Proceed to complete the following instructions to close the report.</p>	
<p>1. Go to Tab 6. Corrective Action.</p>	<p>1. Person Involved--> 2. Description--> 3. Classification--> 4. Details--> 5. Investigative Details-> 6. Corrective Action</p>
<p>2. Under Corrective Actions to Prevent Recurrence, select 'Other'.</p>	
<p>3. Use the open text box under Recommendations/ Preventive Measures to enter the phrase 'No Corrective Actions – Record Only'.</p>	
<p>Under the Management Review section, there are fields for levels of approval.</p> <p>4. Click on calendar icon to enter Corrective Actions Target Date. Choose today's date.</p>	
<p>5. Toggle Yes to Approve the Investigation and Corrective Actions.</p> <p>In the Comments open text box, enter 'No Corrective Actions – Record Only'.</p>	

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<p>6. Click on calendar icon to enter Corrective Actions Complete Date. Choose today's date.</p>	
<p>7. Toggle Yes for the field, Corrective Actions Complete.</p>	
<p>8. Additional Notification (optional)</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 need to know about the incident, e.g., EHS, Risk Management and Insurance, etc.</p> <p>Note: Use a semi-colon to separate multiple email addresses.</p>	
<p>A Person Reporting Higher Authority is not required for Level 2 and 3 incident reports involving the public.</p> <p>A checkbox indicating Not Applicable is auto generated.</p>	
<p>9. Click Save Progress.</p> <p>10. Click Submit Final Report.</p>	
<p>A pop-up message will indicate the report was submitted successfully.</p> <p>11. Click OK.</p> <p>Note: If an error message pops up, check each tab to ensure all mandatory sections have been completed. For example when 'Other' is selected, the corresponding text box must be populated.</p>	

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