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
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### 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.

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

4. Click on **Create New Incident Report** to start a new report.
**Tab 1. Person Involved**

1. At the top of the screen are 4 different tabs to move through, starting with **1. Person Involved**.

2. Toggle the role of **Person Reporting Incident**: Click on **University Representative**.

   **Note**: The details of the person logged in will auto-fill.

3. **Select Person Involved or Affected**: Click **Public**. Provide name and other details of the affected party.

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.

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**.

   **Note**: Only one or two fields may be required to search. Fields are spelling sensitive.

6. **Additional Notification** (optional) may be used to provide email address of EHS Consultant, riskmgmt@ucalgary.ca or other University employee(s).

   **Note**: Use a semi-colon to separate multiple email addresses.
7. Click on **Save Progress** in the bottom right side of the tab.

8. Click on **Next** in the bottom left side of the tab to proceed to Tab 2.

### Tab 2. Description

1. Click on the calendar icon to select the **Date of Incident**.
   
   If the date is unknown, enter the date the incident was reported.

2. Select the **Time of the Event** from the dropdown menu and toggle **AM** or **PM**.
   
   If unknown, toggle **Unknown**.

3. Select the **Campus** the incident occurred on from the dropdown menu.
   
   Click on **Other** if the incident occurred off-campus.

4. Select the **Incident Location/Parking Lot** by clicking on the **Select** button.

   Use the search function by entering the following:

   a. For parking lots, enter Lot and the number in the **Building/Parking Lot** field, e.g. Lot 10

   b. For buildings, enter the building acronym in the **Building Number** field,
c. Ensure the correct campus is selected from the dropdown menu

d. Click on **Search for Location**

If the building is found, a list of floors and room numbers will appear.

e. Toggle the correct **Floor** and **Room Number**

f. Scroll to the bottom of the page, click on **Select Room**

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.

If the location cannot be found or selected, enter the information in **Other place in campus, not listed in the database** field.

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.

- Describe how the incident occurred and the post-incident response.
- Include **Who, What, When, and Where** using positions or job titles.
- Do not include personal names or medical information.
- State whether the incident was directly witnessed by University personnel.
### Upload Attachment (optional)
If there is additional documentation (e.g., photos, information) upload the information:

a) Click **Upload Attachment**.

b) Enter the subject of the document in the field provided.

c) Click **Browse** and choose the file.

d) Click **Upload File**.

**Note:** Do not attach medical documents.

### 6. Indicate whether **Campus Security Attended** or assisted: Toggle Yes or No.

### 7. Record all witness(es) details in fields provided.

### 8. Indicate whether **First Aid** was required: Toggle Yes or No.

If Yes is toggled, the following additional fields will appear:

a. Toggle Yes or No if Emergency Services attended.

b. Toggle Yes or No if Emergency Services was refused.

c. If First Aid was required, provide the treatment details in the field provided.

d. Provide the name of the first aider in the field provided.

e. Select the qualifications of the first aider from the dropdown menu.

### 9. Click **Save Progress** in the bottom right side of the tab.

### 10. Click **Next** in the bottom left side of the tab to proceed to **Tab 3**.
### Tab 3. Classification

Choose the most applicable classification for the incident based on the information provided.

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.**

3. **Click** **Save Progress** **in the bottom right side of the tab.**

4. **Click** **Next** **in the lower left side of the tab to proceed to Tab 4.**

### Tab 4. Details

Complete **Details** for **Type of Incident:**

1. **Toggle selection(s) for Body Part(s) Affected** by the incident.
   - Select all that apply.
   - Select ‘Non-Personal Damage’ for non-injury incidents.
   - **Note:** If ‘Other’ is selected, the open text box must be populated to provide details.

2. **Toggle selection(s) for Nature of Injury.**
   - Select all that apply.
   - Select ‘Non-Personal Damage’ for non-injury incidents.
   - **Note:** If ‘Other’ is selected, the open text box must be populated to provide details.
3. **Toggle selection(s) for Type of Contact.**

Select all that apply.

**Note:** If ‘Other’ is selected, the open text box must be populated to provide details.

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<td>Biohazardous Material</td>
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<td>Contact with Objects - in, On, Under</td>
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4. **Click Save Progress** in the bottom right side of the tab.

5. **Click Submit Initial Report.**

This action will generate an OARS report number.

Email notifications will be sent to all parties listed under “Additional Notifications’ and:
- the University Representative
- the Supervisor identified in Tab 1.
- Environment, Health and Safety
- Risk Management and Insurance (level 2 and 3 incidents only)

**Same Incident New Person Involved**

If the same incident has multiple people affected, follow these instructions after the initial OARS report has been submitted for the first person affected.

1. Go to OARS home page, Click on **View/Edit all Open Reports Submitted by Me**

2. **Toggle the applicable OARS report and click on Same Incident – New person Involved.**

The common information from the submitted report is copied into the new report.
3. Follow instructions for completing Tabs 1. – 4.

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4. Click on Save Progress in the bottom right side of the tab.

5. Click on Submit Initial Report.

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

Email notifications will be sent to all parties listed under ‘Additional Notifications’ and:
- the University Representative
- the Supervisor identified in Tab 1.
- Environment, Health and Safety
- Risk Management and Insurance (level 2 and 3 incidents only)

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### Editing and Viewing a Submitted Initial OARS Report

The University Representative may edit a submitted initial report until viewed by the Supervisor.

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

2. Toggle the OARS report and:
   a. To edit the report, click on Select for Editing.
   b. To view the PDF report in Adobe Acrobat, click on Print Report.
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

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.
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.

1. **Go to Tab 5. Investigative Details.**

2. **From the list of Immediate Causes, select ‘Other’.**

3. **From the list of Root Causes, select ‘Other’.**

4. **Use the open text box under Root Causes list to enter the phrase ‘Public Incident – Record Only’.**

5. **Click Save Progress in the bottom right side of the tab.**
6. Click **Next** in the bottom left side of the tab to proceed to Tab 6.

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**Tab 6. Corrective Action**

**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.

1. Go to **Tab 6. Corrective Action**.

2. Under **Corrective Actions to Prevent Recurrence**, select ‘Other’.

3. Use the open text box under **Recommendations/Preventive Measures** to enter the phrase ‘No Corrective Actions – Record Only’.

Under the **Management Review** section, there are fields for levels of approval.

4. Click on calendar icon to enter **Corrective Actions Target Date**. Choose today’s date.

5. Toggle **Yes** to **Approve the Investigation and Corrective Actions**.

   In the **Comments** open text box, enter ‘No Corrective Actions – Record Only’.

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The electronic version is the official version.

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6. Click on calendar icon to enter **Corrective Actions Complete Date**. Choose today’s date.

7. Toggle **Yes** for the field, **Corrective Actions Complete**.

8. **Additional Notification** (optional)

   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.

   **Note:** Use a semi-colon to separate multiple email addresses.

A Person Reporting Higher Authority is not required for Level 2 and 3 incident reports involving the public.

A checkbox indicating **Not Applicable** is auto generated.

9. Click **Save Progress**.

10. Click **Submit Final Report**.

A pop-up message will indicate the report was submitted successfully.

11. Click **OK**.

   **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.