Incident Information Collection for 3rd Party Reporting

EHSMS Element: Field Safety

Document Number: EHSMS-ST-0001-GU-05

Document Custodian: Environment, Health and Safety

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<th>Change Control</th>
<th>Description</th>
<th>Effective Date</th>
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<td>2</td>
<td>Grammar and spelling alternations based on end user feedback</td>
<td>2023-04-17</td>
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<tr>
<td>1</td>
<td>Document published</td>
<td>2022.09.06</td>
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1. INCIDENT INFORMATION COLLECTION FOR 3RD PARTY REPORTING

Online Accident Reporting System (OARS) – reporting an accident in the OARS system (https://www.ucalgary.ca/risk/environment-health-safety/report-incident) should be done by the supervisor or member of the instructional team. If this is not possible, then please complete the information here and email your department for assistance in entering the data.

When an injury or accident occurs to an employee, or where a student is injured during their credit course work, they must complete a WCB report within 24 hours. Please see https://ucalgary.ca/risk/risk-management-insurance/insurance/workers-compensation-insurance for more information and to access the correct forms.

Name Of Person: 
UCID: 
Status (Staff/Student/Volunteer): 
# Of Years at UofC: 
Person Reporting Incident: 
Date of Incident: 
Time of Incident: 
Location of Incident (Be Specific): 
Incident Details: 
First Aid Required? 
Doctor, Hospitalization or Other Medical Visit Required? 
Details of Medical Care Required: 
Any Other Details to Report 
Names and emails of Witnesses to the event

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