



**UNIVERSITY OF CALGARY | VP SERVICES | Environment, Health and Safety**

## **Field Safety Incident Information Collection for 3<sup>rd</sup> Party Reporting**

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## 1. INCIDENT INFORMATION COLLECTION FOR 3<sup>RD</sup> 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 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.

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

This information is collected under the authority of and in response to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact the Information and Privacy Coordinator at 403-220-5581.

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