



Instructions

Section:	Incident Investigation	Date of Issue:	-2009.01.22-
		Issued By:	Environment, Health & Safety
Part:	Online Accident Reporting System (OARS)	Revision #:	--
		Revision Date:	--
Pages:		Revised By:	--

The following instructions are designed as a guide for reporting accidents and incidents using the web-based On-line Accident Reporting System (OARS).

Accident and Incident Reporting and Investigation Requirements

The reporting and investigation of accidents and incidents is required by Alberta Occupational Health & Safety and Environmental legislation as well as University policies.

- Employees must report any accident or incident to their Supervisor as soon as possible.
- Students must report all accidents or incidents to their Supervisor, Instructor or University Representative as soon a possible.
- Contractors, Visitors or Volunteers must report any accident or incident to a University Representative as soon as possible.

The Supervisor or University Representative is required to file a report in OARS within 24 hours of receiving notification of the accident or incident.

OARS does not replace Worker's Compensation Board (WCB) reporting requirements. All WCB reportable incidents require the completion of WCB forms and the University of Calgary's OARS incident report.

A worksheet is available outlining the information necessary to complete the OARS report. You may print the worksheet and use it to collect the appropriate information about the accident and to assist in the investigation. <https://ucalgary.ca/risk/sites/default/files/teams/13/oarsworksheet.pdf>

Reporting Accidents and Incidents using OARS


1. Access OARS through the My UofC Portal by selecting *Campus Services >> EHS Tools >> On-line Accident Reporting System* or from the Environment, Health and Safety website at www.ucalgary.ca/safety/oars

Select *Click here to enter through MyUofC*

2. Select *Create New Incident Report*

3. OARS Page 1. Person Involved - Person Reporting Incident

- Select *Supervisor* if reporting on behalf of your employee – follow the “How to Report and Investigate Accidents and Incidents - OARS Instructions for Supervisors” found at www.ucalgary.ca/safety/oars

- Select *University Representative* if reporting on behalf of another person.
 - Select *Self* if reporting your own accident or incident.
 - Your information will automatically populate under *Person Involved or Affected*
 - Click *Select Supervisor* to search the database – this is a mandatory field.
4. Identify the Person Involved or Affected
- For *Faculty/Staff and Graduate Student* click *Select Involved* to search the database
 - If Supervisor is known, Click *Select Supervisor* to search the database or select *Unknown Supervisor*
 - For *Undergraduate Student, Contractor or Public* complete all fields.
5. Complete all sections on OARS pages 2 – 4. Use the  icon for help on completing each section.
6. Click *Submit Incident Report*
- If there are errors in completing the report, red error messages will appear at the top of the page, outlining what is required to be completed and on which page. Make these corrections and resubmit the report.
 - Once submitted, a tracking number will be assigned to the incident and a message stating “Completed Report Submitted Successfully” will appear. A PDF copy is automatically sent via email to yourself, the person affected, Supervisor and any additional email recipients whom you may have included on page 1.
7. Same incident with multiple persons affected. In the event that multiple people are affected by one incident, a separate incident report is required to be completed for each person affected. The information from a submitted report is copied into a new report. The additional person affected will need to be identified as well as some details may also be different. From the *OARS Home Page*. Select *View/Edit all Open Reports Submitted by Me*. Select the appropriate incident and click *Same Incident ->New Person Involved*.

Editing and Viewing the Report

The *Person Involved or Affected* and *University Representative* are only able to edit a report until the Supervisor has reviewed and edited the report. Supervisors are only able to edit a report until they have approved the investigation and corrective actions and have confirmed that the corrective actions have been completed. However, once a Higher Authority has edited the report, it is no longer editable by the Supervisor (for Level 2 incidents) or the Second Higher Authority (for Level 3 incidents).

Accident and Incident Investigation

Supervisors are required to investigate all accidents and incidents to determine the causes and identify corrective actions to prevent recurrence by completing OARS Pages 5. Investigative Details and 6. Corrective Action.

Management Review

The investigation requires review and approval by the Supervisor and other higher levels of management (higher authorities) depending on the incident classification level.