



How to Report and Investigate Accidents and Incidents

OARS Instructions for Supervisors

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The following instructions are designed to guide Supervisors through the University of Calgary's 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.


- o Employees must report any accident or incident to their Supervisor as soon as possible.
- o Students must report all accidents or incidents to their Supervisor, Instructor or University Representative as soon a possible.
- o 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. <http://www.ucalgary.ca/safety/files/safety/OARSWorksheet.pdf>

Reporting and Investigating 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
Select *Supervisor (Person Reporting Incident)*
Select *Person Involved or Affected*
4. Complete OARS pages 2 – 4, using the  icon for help on completing each section 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 and any additional email recipients whom you may have included on page 1.

5. 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*.
6. Complete the investigation portion of the report on OARS Page 5. *Investigative Details*. Identify why the incident occurred by identifying the Immediate and Root Causes. Select all boxes that apply. At least one must be selected from each category.
7. Complete *Corrective Actions to Prevent Recurrence* OARS page 6. *Corrective Action* by identifying all measures which will be taken to prevent the accident or incident from happening again. Select all boxes that apply. At least one must be selected.
8. Complete the Management Review section on OARS page 6. *Corrective Action*.
 - Identify the *Corrective Actions Target Date* – the date that the corrective actions are anticipated to be implemented. Reminder emails will be sent if a date is not specified and when the date has passed and the report is not closed.
 - Identify the *Corrective Actions Complete Date* – the date the corrective actions have been implemented.
 - Approve the Investigation and Corrective Actions by selecting "Yes."
 - Confirm that the corrective actions have been implemented by selecting "Yes" to "Corrective Actions Complete."
 - Include additional comments in the text field provided, if necessary.

Level 1 Accidents and Incidents - Supervisor may now finalize the report by selecting *Submit Completed Report*.

Level 2 & 3 Accidents and Incidents – Supervisor must identify higher levels of management (higher authorities) to review and close the report.

9. Identify the *Second Higher Authority* for Level 2 and 3 incidents by clicking *Select* under the *Person Reporting Higher Authority* to search the database.
10. Identify the *Third Higher Authority*, if known, for Level 3 accidents and incidents by clicking *Select* under the *Person Reporting Higher Authority* to search the database.

Editing and Viewing 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). Affected persons are only able to edit a report until the Supervisor has reviewed and edited the report.