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The following instructions guide Supervisors and higher level managers (Second and Third Higher Authorities) through the Management Review of accidents and incidents using the web-based On-line Accident Reporting System (OARS).

Management Review of 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 *View / Edit Submitted Reports Involving Me as Injured Party or Supervisor*
3. Select the appropriate incident from the *List of All Active Submitted Reports*. Click *Select for Editing* from the bottom of the list.
4. Review OARS pages 1 – 6 to ensure that all sections have been completed all information is accurate, making changes where necessary. Use the  icon for a description of each section.
5. Complete the *Management Review* section on OARS page 6. Corrective Action.

Supervisor Management Review

For all levels of Accidents and Incidents the Supervisor is required to:

- 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.

For Level 1 incidents, the report will close after all mandatory fields have been completed and the investigation and corrective actions have been approved and completion of the corrective actions has been confirmed.

For Level 2 and 3 incidents, the Supervisor must identify a “Second Higher Authority”

For Level 3 incidents, the Supervisor must identify a “Third Higher Authority”

Second Higher Authority Management Review

For Level 2 Accidents and Incidents the “Second Higher Authority” is required to:

- “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.
- Select “Submit Completed Report”

Level 2 reports will close when all mandatory fields have been completed and the investigation and corrective actions have been approved and completion of the corrective actions has been confirmed by the “Second Higher Authority.”

For Level 3 Accidents and Incidents the “Second Higher Authority” is required to:

- “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.
- Identify the Third Higher Authority for Level 3 incidents if not selected by the Supervisor.

Third Higher Authority Management Review

For Level 3 Accidents and Incidents the Third Higher Authority is required to:

- “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.
- Select “Submit Completed Report.”

Level 3 reports will close when all mandatory fields have been completed and the investigation and corrective actions have been approved and completion of the corrective actions has been confirmed by the “Third Higher Authority.”

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.

Once a Second Higher Authority has edited the report it is no longer editable by the Supervisor for Level 2 incidents.

Once a Third Higher Authority has edited the report it is no longer editable by the Supervisor or Second Higher Authority for Level 3 incidents.

Reports may be viewed at any time (unfinished, open, submitted or closed).