**Accidents and incidents reporting**

1. Accidents result in injury, illness or property damage. Incidents are events that could have had these effects but did not; "near misses". All accidents must be reported. Incidents that had the potential for serious harm also must be reported. Serious accidents are immediately reportable. These include:

* Serious injury to or death of a worker.
* Major structural failure or collapse.
* Major release of a hazardous substance.
* Fire or explosion that had potential for serious injury.
* Dangerous incident involving explosives.

Report to UBC Safety & Risk Services (SRS) during normal daytime hours 604-822-2029, or if reporting outside of normal hours call Campus Security 604-822-2222 and ask them to contact SRS.

2. Other less serious accidents and incidents must be reported within 48 hours.

3. Students/workers need to report the accident/incident, insofar as they are able, both to their supervisor as well through a CAIRS report.

4. Supervisors are required to report all accidents and significant incidents by commencing a CAIRS report (CAIRS.ubc.ca). Complete a preliminary report, including a preliminary investigation. This requires:

* Going to the accident/incident site.
* Ensuring the area is safe.
* Gathering suitable information .
* Enter into a CAIRS report.
* Document/initiate immediate corrective actions
* If possible, within 48 hours identify root causes and document completion of corrective actions to address the root causes.

If you are unable to visit the site then notify the department head or administrative staff so that someone can start the process.

5. Complete a full investigation.

The preliminary investigation is the full investigation if:

* There are no further details to add to the CAIRS report.
* Root causes and corrective cations have been identified and a timeline for completion has been stated.

Otherwise a full investigation needs to be completed within 25 days.

* The preliminary CAIRS report should be updated and revised as required.
* If corrective actions cannot be accomplished within 25 days a detailed timeline must be provided in the CAIRS report indicating when actions will be completed.
* The CAIRS report is automatically sent to WorkSafeBC after 30 days.

6. Ensure that corrective actions get implemented.

7. For further information see: srs.ubc.ca > ACCIDENT/INCIDENT REPORTING & INVESTIGATION (FOR SUPERVISORS)