

Procedure Name:	RISK MANAGEMENT – REPORTING AN INCIDENT
Approval Date:	June 18, 2018
Procedure Holders:	VP Corporate Services & Human Resources
Procedure Number:	HR Procedures-002



## REPORTING AN INCIDENT

### 1.00 PROCEDURE

- 1.01 Serious incidents must be reported immediately, by phone, to the applicable Departmental Director who will inform the President and VP Corporate Services day or night.
- 1.02 An Incident Report Form must be filled in and sent to the VP Corporate Services office within 24 hours for report to Risk Management.
- 1.03 Incident reports should not be duplicated (i.e. fax, copy, scan), the original report is to be submitted to the VP Corporate Services office. All locations (excluding Terrace Campus) must send the report via Priority Post Mail (providing item tracking).
- 1.04 This information will then be forwarded to the College and Institute Protection Program by the VP's office.
- 1.05 No incident correspondence is to be sent on behalf of the College without prior authorization from the VP Corporate Services or designate.
- 1.06 If you have any questions, contact the Office of VP Corporate Services.

### 2.00 STEPS TO FOLLOW

- 2.01 **CONTROL** the situation: Call the Police or Fire Department if assistance is required, secure the area, protect life and limb.
- 2.02 **REPORT** the incident.
- 2.03 **ADVISE** the appropriate individuals: CAT member and immediate supervisor.
- 2.04 **EVALUATE** the incident and actions.
- 2.05 **FOLLOW UP** with safety measures if necessary

### 3.00 REPORTING GUIDELINES

3.01 All incidents must be reported and documented that involve:

- Bodily injury to others (students, visitors, volunteers) and especially if medical/first-aid attention is administered by the facility practitioner or outside medical personnel, or an ambulance is called;
- A student suffers loss of class time due to an injury sustained on campus or during a sponsored event;
- Loss or damage to property in excess of Five Hundred Dollars (\$500.00);
- There is any indication that a claim may be made or compensation is requested from the institution;
- There is a motor vehicle accident involving injuries.

3.02 Documentation must include:

- What happened;
- What has been done;
- What is the present status;
- Who is the administrator on site taking the lead, i.e. CAT member; and
- When will the incident be followed up and by whom.

### 4.00 WHO REPORTS TO WHO

A college employee (NOT the injured party) is to complete the Incident Report Form and attach a description, from each person noted on the form, outlining the facts. The person completing the form and the administrator must sign the form before it is sent to the office of the VP Corporate Services. The VP Corporate Services office is required to provide prompt notice to the University, College and Institute Protection Program of any event/incident likely to give rise to a claim. To receive the latest Incident Report Form contact the VP Corporate Services Office.