



INSTRUCTIONS (please refer to the Quick Guide on page 4 for full details)

- Complete Page 1 and submit to your Supervisor or P.I. immediately.
- Within 48 hours, Supervisor/P.I. completes Preliminary Investigation on Page 2, and submits form to ohs@uvic.ca.
- You may attach a separate sheet or use page 3 if you have additional information.

INCIDENT OR HAZARD INFORMATION

Category: Accident with Injury Immediately Reportable (see pg.4)		Hazard/Safety Concern Fire/Explosion		Spill/Environmental Release Equipment Failure		Near Miss Property Damage	
Injured person/contact information: Faculty		Staff		Student			
Last Name:		First Name:		Phone Number:			
Department:		Job Title:					
Date/time of incident:		Date/time reported:		Incident reported to:			
MM/DD/YY		TIME		MM/DD/YY		TIME	
Action following the incident:		First Aid		Contacted Campus Security: Yes No		Remained at work OR	
		Medical Treatment (Doctor) on: _____		MM/DD/YY		Missed work (Last day worked): _____	
						MM/DD/YY	
Witness Information							
		Last name		First name		Phone Number	
						Job Title	
Location of incident (e.g. area, building, floor, room):							
Accident/Injury Type: N/A		Exposure: N/A		Incident Involves Aggression/Violence: N/A			
No Injury Near Miss Abrasion Allergic Reaction Burn Contusion		Crush Injury Fracture Laceration Strain/Sprain Other (specify):		Biological / Blood and Body Fluid Chemical (e.g. spill, vapour) Radiation / Physical (e.g. noise, heat, particulate) Other (specify):		TYPE: Verbal Physical Comments:	SOURCE: Faculty Employee Student Contractor Visitor
							RESPONSE: Campus Security Police notified None Other (specify):
Hazard/Safety Concern rating: Low Moderate High							

DESCRIPTION OF INCIDENT OR HAZARD/SAFETY CONCERN:

Name of individual submitting report: _____ Signature: _____ Date: _____



PRELIMINARY INVESTIGATION (within 48 hours):

Incident Causes and Significant Contributing Factors (Check all that apply)

1 Basic Root Cause(s)

- Abuse or misuse
- Environment
- Equipment
- Supervision
- Engineering (includes design)
- Maintenance
- Tools
- Training/Orientation
- Work procedures/process/standards

2 Cause Group (People Related)

- Safe operating procedures not followed
- Change in workplace not communicated
- Available equipment not used
- Improper loading / lifting
- Improper placement / position for task
- Personal protective equipment (PPE) not used
- Safety devices not activated
- Using equipment improperly
- Using defective equipment

3 Cause Group (Work Environment Related)

- Environmental conditions (e.g. gases, vapours, dust, smoke, fumes, light, temperature, airflow)
- Equipment or materials
- Fire and explosion hazard
- Inadequate or improper PPE
- Noise exposure
- Poor / inadequate housekeeping
- Spill / Exposure
- Unsafe work conditions
- Workspace design / ergonomics

Provide details:

Supervisor/P.I. (or designate) NAME: _____ Signature: _____ Date: _____

FULL INVESTIGATION (within 30 days) provide additional details on causes/contributing factors. DATE OF INVESTIGATION: _____

Follow-Up Corrective Actions	Preliminary	Full	Person(s) Responsible	Est. completion date	
				check ✓ when done	
TITLE	NAME (PLEASE PRINT)		SIGNATURE	PHONE	DATE
Supervisor / P.I. (or designate)					
Worker / Union Representative					
Local Safety Committee Review	Review Date:	Co-Chair(s) Name:			



PLEASE USE THIS PAGE IF YOU HAVE ADDITIONAL INFORMATION TO INCLUDE FOR:

Preliminary Investigation:

Blank area for Preliminary Investigation details.

Full Investigation:

Blank area for Full Investigation details.

Corrective Actions:

Blank area for Corrective Actions details.



This form shall be completed by UVic faculty, staff and students to report all accidents/incidents, near misses, and hazards/safety concerns as required by WorkSafeBC (WSBC). All reported incidents must be investigated promptly by the Supervisor/P.I. and documented on this form.

Page 1 – Incident or Hazard Information

1. Individuals should first inform their Supervisor/P.I. that they have been injured, had a near miss, or there is an unsafe condition (i.e. hazard).
2. Complete all relevant sections (ensure you complete the location and description information).
3. If there was a witness to the incident, record their name, address and phone number.
4. The incident description should include:
 - who was involved
 - what happened before, during and after the incident
 - what was the individual doing at the time of the incident
 - where the incident occurred
 - other relevant information and observations

Page 2 – Preliminary Investigation & Full Investigation

- Preliminary investigations must be completed within 48 hours by the Supervisor/P.I. for all reported incidents including WSBC claims.
- Full investigations must be completed within 30 days of the incident if the issues could not be fully assessed and corrected during the Preliminary investigation.
- For all WSBC claims or serious incidents, a joint investigation must be completed with the Supervisor/P.I. and worker/union representative.
- OHSE will assist in coordinating joint investigations.
- Please submit all investigation reports to OHSE when completed.
- All completed reports will be reviewed by the appropriate joint Local Safety Committee (LSC).

Definitions:

- **Accident/Incident:** an unplanned or unwanted event that disrupts the orderly flow of the work process, or an occurrence which results in or has the potential for causing an injury or occupational disease.
- **Hazard:** is a thing or condition that may expose a person to a risk of injury or occupational disease.
 - Low Hazard – does not pose an immediate risk and should be addressed in a timely manner
 - Moderate Hazard – requires attention as soon as possible to prevent or reduce risk of injury
 - High Hazard – requires immediate attention and corrective action to prevent serious injury.
- **Near Miss:** an incident with the potential for causing serious injury and if allowed to continue, could cause significant injury or equipment damage.
- **Immediately Reportable:** Any incident described under [Section 68](#) of the WCA that resulted in or involved:
 - serious injury or death of a worker
 - major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation
 - major release of a hazardous substance
 - fire or explosion that had the potential for causing serious injury to a worker
 - diving incident as defined by OHS Regulation [24.34](#)
 - blasting incident that results in injury