

## Reporting an Incident

### Reporting of Accidents, Incidents and Occupational Illnesses

These procedures outline the reporting requirements for accidents, occupational illnesses and incidents which result in or have the potential to result in personal injury or property damage.

Reportable incidents are those which:

- Result in personal injury or lost time from work (including those requiring first aid, and occupational illness).
- Have the potential to result in personal injury or property damage even though no injury or damage was perceived to have occurred.
- Occur to any person on university premises.
- Occur to a university employee(s) during the course of their work either on or off university premises.
- Occur to a student(s) during the course of their classroom, laboratory or field work.
- Occur to a student(s) during the course of a work placement (either paid or unpaid) which forms part of their university curriculum.

*The above applies to incidents that occur outside of Ontario. If you will be working outside of Ontario for more than six months, you must contact the Health & Well-being Office at 416-978-2149 to extend your WSIB coverage.*

### Filling Out Accident/Incident Reports

1. All employees must report the accident/incident to their supervisor or home department immediately.
2. The employer is responsible for providing and paying for immediate transportation to a hospital, health professional office or the worker's home (as necessary).
3. Within 24 hours, the supervisor must complete and submit the "Online Accident/Incident eForm for Employees" found at: <https://ehs.utoronto.ca/report-an-incident/>. This form requires UTORid authentication.
4. Please ensure you have all the required information (details of the incident and personal information of the employee) before starting to fill out the form, as it cannot be saved.
  - When the **supervisor, manager or technician** is unable to fully complete the form within 24 hours, it should still be sent, with the missing information to follow later. Use "not available" for missing information.

If you are having difficulty completing the form after 12 hours of the incident, please contact the EHS office at 416 978-4467 or [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca).

Once submitted, a copy of this report will be sent to the email addresses that you provided on the form. Please also include:

- The ECE Facilities Co-ordinator: [ece.facilities@utoronto.ca](mailto:ece.facilities@utoronto.ca)
- Director of Teaching Labs, **Afshin Poraria**: [afshin.poraria@utoronto.ca](mailto:afshin.poraria@utoronto.ca)

*If you do not immediately receive a copy of the report via email, please contact the EHS office (416-978-4467) as your submission may have failed.*

### Common Errors/Omissions in Reporting Accidents

- Omission of the name of the injured:
  - Ensure that the name of the person involved in the accident/incident is recorded.
  - If possible, also record the student number of the injured person.
- Incorrect date and time of incident are provided:
  - Ensure the date the time are accurately recorded. (Please note, the form uses a 24-hour drop box.)
- Submission unsuccessful:
  - Ensure all the “Required” fields are filled out.
  - Ensure the green “complete” display appears after submission.
  - Contact the EHS office if your submission is unsuccessful.
- Incorrect classification:
  - Ensure that the accident/incident and the actions taken are appropriately classified.
  - First aid: band-aids and ice packs.
  - Healthcare: family doctor, EMS and Hospital.
- Avoid general statements:
  - Be specific and descriptive when describing the accident/incident and where it occurred.
- Insufficient details of incident:
  - Include in-depth and relevant details surrounding the accident/incident, such as what happened and how it happened.
  - Details of the incident need to be fully understood by outside groups (e.g., WSIB), and they therefore must receive the complete picture.