



Incident Reporting Guidelines

1) When should I submit an incident report?

Every employee must inform the department safety coordinator immediately following any event or near-miss that is considered significant in terms of hygiene, safety, occupational health, and environmental protection. In any case, a report must be submitted if:

- a) the incident involves a person;
- b) the incident causes material damage;
- c) the incident causes significant damage to the environment;
- d) the incident results from non-compliance of internal and legal regulations, or security measures

If an employee consults a physician after a work-related incident, or the incident results in the incapacity to work, the employee must inform the department (or unit) administrator, who will submit a declaration form to the accident insurance.

2) Who completes the report and where do they submit it?

If possible, the report should be completed by the person(s) involved, or a direct witness. The report is submitted to the department safety coordinator, who forwards the report to [Occupational Health and Safety Services](#) (OHSS).

3) What does the safety coordinator do with the report?

The safety coordinator informs the professor in charge of safety within the department and when relevant, the head of the research group, who was affected and where the event took place.

The identity of the employee involved in the incident is to remain confidential. However, a summary of the event may be circulated within the department concerned, in the interest that may prevent future incidents.

The department director and safety coordinator should decide if it is necessary to take any of the following measures:

- a) Inform the department or university of the incident;
- b) Assess the risk (via OHSS);
- c) Understand the cause of the event;
- d) Call upon specialists after consultation with the security service;
- e) Inform on the recovery of any victims involved;
- f) Take various measures to reduce the risk:

Measures to reduce the risk: STOP rule

Strategic: management imposes new rules

Technical: safety elements are implemented, method is changed, dangerous substances substituted

Operational: laboratory procedure is changed or detailed

Personal: behavior is changed, personal protective equipment is implemented (short-term)

4) When is the report transmitted to CHS?

Health and Safety Services, in agreement with the department coordinator, will forward an incident description to CHS. If necessary, the description may be distributed at departmental meetings for educational purposes. Information regarding employees involved in the incident will remain confidential.

Health and Safety Services will provide statistics related to injuries and illnesses within specific departments.

The CHS and / or OHSS can intervene when they deem it necessary.