



SUMMARY OF INCIDENT / ACCIDENT REPORTING INSTRUCTIONS

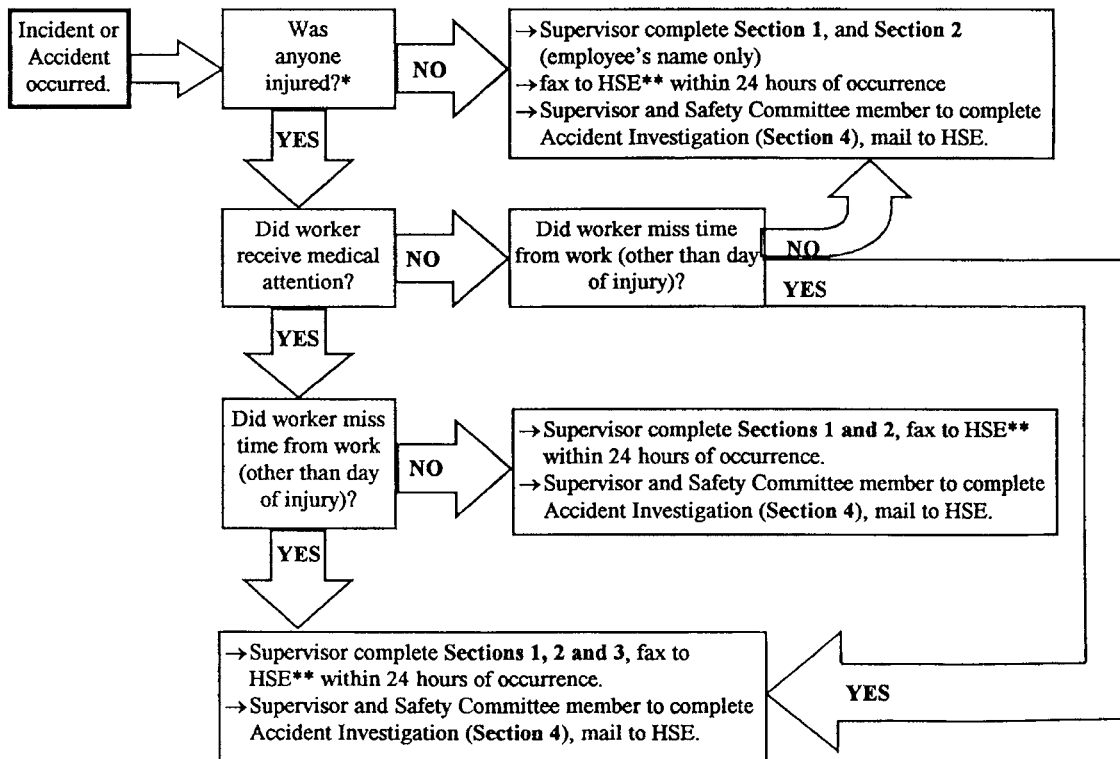
UBC's Faculty & Staff Incident/Accident Report must be completed for every incident or accident, even if there were no injuries sustained*. Any event that occurred that involved injury to a person or damage to property, or had the potential to do so, must be reported to Health, Safety & Environment within 24 hours of occurrence. Use the flow chart below as a guide to completing the form.

For serious accidents which:

- ◊ resulted in death or critical condition with a serious risk of death, or
- ◊ involved an explosion, major structural failure or collapse of a building, scaffolding, hoist, tower temporary construction support system, or excavation, or
- ◊ involved the release of a toxic or hazardous substance, or
- ◊ involved a diving accident,

then notify 9-1-1 and Health, Safety & Environment at 822-2029 immediately and seal the area (do not begin a clean-up as on site evidence must be preserved).

In cases where an injury occurred, the employee should complete the Worker's Report of Injury Form 6A (available from supervisor or administrator).



**Note: If the injured person is a student or visitor to campus, complete the UBC Student & Visitor Incident/Accident Report instead.*

****Dept of Health, Safety & Environment, 50-2075 Wesbrook Mall, General Services Administration Building.
Phone: WCB Claim Assistant 822-8759 or HSE Main Office 822-2029. Fax: 822-1637.**