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Parent Policy: [Health, Safety, and Environment Policy](#)

Incident Management

Assignment of Accountability

Office of Administrative Responsibility:	Health, Safety and Environment
Approving Authority:	Associate Vice-President (Human Resources, Health, Safety and Environment)

Purpose

The University Community must report all Incidents to Health, Safety and Environment (HSE) using the ARISE incident reporting online system. Incidents must be investigated to fulfill legislative requirements and to prevent recurrence.

The purpose of incident management is to eliminate and/or control hazards. Senior Administrators have the responsibility to ensure incident management is implemented in their respective Worksites.

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

Compliance with this policy document extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the *Recruitment Policy*; undergraduate, graduate, and Continuing Education students; postdoctoral scholars; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Accountabilities

Senior Administrators have the responsibility to promote and oversee incident reporting and investigation.

Incident management involves the following activities to identify, analyze and correct Hazards to prevent a recurrence:

1. Respond to the incident and take control of the scene:
 - a. Provide first aid or transport to medical aid as required.
 - b. Protect the scene, prevent secondary incidents, further property or environmental damage.
2. Timely notification of appropriate university personnel and external regulatory agencies.
3. Complete and submit an incident report.
4. Gather data and evidence to develop a clear picture of what happened.
5. Identify Causes through the analysis of evidence.
6. Implement Corrective Actions to prevent recurrence.
7. Disseminate incident findings and reports to appropriate university personnel and external regulatory agencies.
8. Evaluate the effectiveness of implemented corrective actions.
9. Management and retention of incident records.

Definitions Table

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.</i>	
Cause	The reason(s) an incident occurred,
Corrective Action	A measure taken and/or control implemented to prevent an incident from occurring or recurring.
Hazard	A situation, behavior, condition or thing that may be dangerous to the environment, and the safety or health of the university community.
Incidents	Undesired, unplanned, or unexpected events occurring in the course of any aspect of work of the university that could or did result in an injury or illness or damage to property or the environment

Senior Administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.
University Community	All employees (including but not limited to, academic staff, support staff and administrators), adjunct professors, professors emeriti, lecturers, clinical staff, all students (including undergraduate students and graduate students), postdoctoral scholars, contractors, volunteers, suppliers, invited visitors and those who are acting on behalf of the university or performing university related business.
Worksite	On or off campus location where a member of the university community works including but not limited to the following: laboratory, classroom, vehicle, office, shop, store room, farmland and research site, retail facility.

Parent Policy Suite

- [Health, Safety, and Environment Policy](#)
- Incident Management Assignment of Accountability
- Incident Management Procedure

Related Policy Documents

- There are no related policy documents.

Related Links

- [Incident Management / Report an Incident](#)

History

- November 16, 2015 Approved.
- March 23, 2025 Editorial amendment. Formatting, office name and links.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>