

Health and Safety Management System: Element 7



Incident Management

1. Intent

The University implements processes to ensure that workplace health and safety Incidents are notified and responded to in a timely and appropriate manner.

2. Commitment

University Council and Executive Committee

The University Council and Executive Committee commit to:

- Regularly review Incident related data and information in order to monitor response to identified trends and the management of work related injured and ill Workers; and
- Periodically review the use and function of the University Incident Management System and Emergency Management Plan and procedures to identify opportunities for improvement and to maintain their currency.

Leaders and Supervisors

Leaders and Supervisors commit to:

- Support Return to Work programs for Employees with a Work Injury to facilitate early return to pre-injury duties;
- Provide resources to allow effective functioning of the University Incident Management System as the key pathway for incident notification and response;
- Maintain the Emergency Management Plan for their area and procedures for responding to emergencies and Dangerous Incidents;
- Provide resources for responding to Incidents, emergencies and Dangerous Incidents including allocating personnel who have defined roles and responsibilities;
- Provide resources essential for investigation of all Incidents in order to identify root causes and implementation of appropriate corrective actions including communication of outcomes; and
- Ensure that Workers are aware of the Incident Management System and promote the importance of reporting and responding to workplace health and safety incidents in a timely fashion.

Workers

Workers commit to:

- Reporting incidents in a timely fashion; and
- Responding to injuries, emergencies or critical incidents as directed.

Associated Guidelines

[HSG 7.1 Incident Notification and Investigation](#); [HSG 7.2 First Aid](#); [HSG 7.3 Injury Management](#); [HSG 7.4 Emergency Response](#)