University of Chicago
Accident and Incident Reporting Training

Environmental Health and Safety
Office of Research Safety
You have a **RIGHT** to be safe and healthy at work

1. Understand dangerous conditions, toxic substances, and other safety hazards
2. Use Personal Protective Equipment (PPE)
3. Obtain relevant safety trainings
4. Receive medical consultation
5. Communicate issues with safety offices

You have a RIGHT to be safe and healthy at work.
Examples of Workplace Hazards

- Slips, Trips, Falls
- Animals
- Biohazards
- High Pressure
- Vacuum
- Chemicals
- UV
- Cryogens
- Shop Equipment
- Electrical
- Laser
- Radiation
- High Temperature
- Gas Cylinders
- Sharps
Most Work-Related Injuries Are Preventable

- 300,000 At-Risk Behaviors (estimated)
- 3,000 Near Misses (estimated)
- 300 Recordable Injuries
- 30 Lost Workday Cases
- 1 Fatality

Behavior → Result

Image courtesy of OSHA
**Accident vs. Incident**

**ACCIDENT**
An accident is an unanticipated or off-normal event that results in injury, illness, environmental release/impact, or significant property damage.

**INCIDENT**
An incident is a close-call/ near-miss, or unsafe condition that has the potential to escalate to accident status.
Examples of Accidents and Incidents

<table>
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<tr>
<th>Accidents</th>
<th>Incidents</th>
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<td>• Any injury requiring a first aid kit, safety shower, eye wash, or other treatment/intervention</td>
<td>• An equipment malfunction that might have resulted in an injury to an employee</td>
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<td>• Large hazardous chemical/oil spills or enters a drain</td>
<td>• Lost or stolen radioactive material</td>
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<td>• Exposure to biological material through a needle stick, cut, or animal bite</td>
<td>• Someone believes he/she has been exposed to a biologically hazardous material</td>
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Employee Responsibilities

1. Following all safety rules
2. Obtaining all required safety trainings
3. Maintaining a safe work environment
4. Notifying supervisor of unsafe work conditions or suspicious activity
5. Reporting all accidents and incidents
Why is Accident/Incident Reporting Important?

- Ensure proper medical care is provided
- Provide information for prevention of future accidents/incidents
- Fulfill federal and state reporting requirements
The UCAIR System (ucair.uchicago.edu)

- Online reporting system
- Simple reporting form
- Anonymous reporting available if medical attention not needed
- Fast response
- Standard root-cause analysis report
If you are located in an off-campus facility (e.g., Gleacher Center, Ricketts, Yerkes), please call 911 in the event of an emergency situation (fire, ambulance).
In the Event of an Emergency

Dial **123** (on-campus phone) or **773.702.8181** (off-campus phone)

UCPD and first-responders dispatched to location

Submit a report via the **UCAIR** system (by a witness)
Visit ucair.uchicago.edu

Click the UCAIR icon to report an accident or incident.
Medical Attention is Needed

One must provide a name and contact info for any accidents requiring medical attention.
Anonymous Reporting

Anonymous reporting is available if medical attention is NOT needed -- Name and Contact Info is optional.
While not required, it would help tremendously if the information is provided.
We need to know where the accident/incident occurs.

Giving more detail helps us help you. Attach a photo or statement if you can.
UCAIR Mobile App

Download UCAIR Mobile app at http://ucairapp.uchicago.edu/