UCAIR

University of Chicago Accident & Incident Reporting

ACCIDENT
Unanticipated event that results in an injury, illness, hazardous spill/release, or significant property damage

EMERGENCY
- Fatality (8 hours)
- Injury/Illness requiring medical attention (24 hours)
- Laboratory exposures
  - Chemical
  - Eyewash or shower used
  - Biological/Needlestick*
  - Animal bite/scratch
  - Laser
  - Radioactive
- Chemical spill OR oil spill enters a drain (immediately)
- Chemical OR oil spill that is
  - Hazardous/toxic
  - Too large for spill kit
- Confirmed fire/explosion
- Significant property damage (flooding in multiple rooms/levels, disruption to building operations)
- Odor complaint leading to building evacuation or multiple occupants struck ill

 CALL UCPD**
123 (Campus Phone)
773.702.8181 (Cell Phone)

Required if accident occurs after-hours to ensure EHS or ORS is paged.
Normal Hours: 7:00am – 3:30pm M-F

INCIDENT
A close call/near miss that has the potential to escalate to accident status

NON-EMERGENCY
- Minor injury, first-aid was self-applied or medical attention was not needed
- Minor chemical or oil spill
  - Non-hazardous
  - Addressed with spill kit
  - Drain not impacted
- Incident occurred that had the potential to cause an accident

SAFETY CONCERN
A routine safety issue, concern, complaint, or clarification.

ROUTINE
- Policy or regulatory clarifications
- Chemical storage, handling, or emergency procedures
- Indoor air quality complaints
- Job safety analysis/risk assessment

EHS or ORS On-call Safety Officer begins root-cause analysis.

EHS or ORS initiates root-cause analysis within 24 hours of report.

EHS or ORS assigns work request and responds to e-mail within 24-48 hours.

Environmental Health and Safety
safety@uchicago.edu
773.702.9999

Office of Research Safety
researchsafety@uchicago.edu
773.834.2707

* For needlesticks, call the Needlestick Hotline immediately at 773.753.1880 pager 9990#.
** If you’re located in an off-campus facility (e.g., Gleacher Center, Ricketts, Yerkes), please call 911 or follow the site-specific procedures during emergency situations (e.g., fire, ambulance).
### FAQs

**Q: Where can I submit a report?**
A: Download the UCAIR mobile app (IOS or Android) or go to [ucair.uchicago.edu](http://ucair.uchicago.edu) to submit a report online and learn more about UCAIR. The UCAIR link is also present on the websites of both safety offices (EHS and ORS).

**Q: Do I need to login to UCAIR?**
A: No. Anyone can access the UCAIR tool and submit a report.

**Q: Can I report an accident/incident anonymously?**
A: Yes. However, anonymous reporting is only for events that do not require medical attention. If a University employee sustains an injury requiring medical attention they must follow the Risk Management Policy 525 – Workers’ Compensation and complete forms with their supervisor. If you are reporting a non-injury anonymously, please be as detailed as possible to ensure we can locate the area to determine the root cause.

**Q: I work in a Medical Center building, does the process change?**
A: Yes. Call Public Safety at **773.702.6262** to report all emergencies in the Medical Center and follow their reporting procedures. If you are a University employee, you can also submit a report using the UCAIR tool.

**Q: If I submit a report to UCAIR, does it notify UCPD?**
A: No. The UCAIR tool only sends a notification to the main email boxes of the safety offices (EHS and ORS). In the event of an emergency call UCPD at **123** or **773.702.8181** to ensure proper emergency response procedures are triggered (e.g., UCPD pages: On-call engineer, On-call Safety Officer for EHS and/or ORS).

**Q: Why should I use UCAIR?**
A: Your UCAIR report will allow the safety offices to follow-up and determine the root cause of an accident/incident, which can drive change and eliminate future occurrences.

**Q: What is the difference between UCAIR and UCARE?**
A: UCAIR is a system for submitting a report about any accident/incident that occurs on campus or work-related injuries at off-campus locations. UCARE is the University of Chicago Alcohol Risk Reduction Education Program that is managed by Student Health and Counseling Services (SHCS).

**Q: Does this replace the whistleblower hotline?**
A: No. Please call the University’s whistleblower hotline at 1.800.971.4317 to report unethical or inappropriate behavior.

**Q: How do I know whether to report something?**
A: All accidents/incidents should be reported no matter how minor. Reporting of accidents/incidents helps identify the cause and prevent future occurrences. If in doubt, report it.

**Q: When should I not use the UCAIR system?**
A: UCAIR’s main goal is to eliminate preventable injuries and significant accidents that impact university employees or disrupt facility operations on a large scale. Do not use UCAIR to report crimes, building maintenance issues, condensation, musty odors, mold/mildew, nor nuisance odors related to food/cooking.

Contact Facilities Services or Physical Plant for all building related maintenance issues and the appropriate safety office for routine safety work requests. Contact Environmental Health and Safety for non-lab related issues and the Office of Research Safety for lab related issues.

### Contact Information

**Laboratory Safety**

Questions regarding UCAIR in research labs or lab activities? Contact your LSS first.

Laboratory Safety Specialists (LSS)

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<tr>
<th>BSD Labs</th>
<th>Jeff Melton</th>
<th>773.834.1171</th>
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<tr>
<td>Jay Schroeder</td>
<td>773.834.1202</td>
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<td>Chris Delgado</td>
<td>773.702.2904</td>
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<tr>
<th>PSD/IME Labs</th>
<th>Kimberly Mormann</th>
<th>773.834.2121</th>
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<tr>
<td>SSD Labs</td>
<td>Mike McCarthy</td>
<td>773.834.4350</td>
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**Office of Research Safety**

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<tr>
<th><a href="mailto:researchsafety@uchicago.edu">researchsafety@uchicago.edu</a></th>
<th>773.834.2707</th>
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<tr>
<td>Radiation Safety</td>
<td>773.702.6299</td>
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**General Safety (Non-Lab)**

Questions in University buildings (non-lab activities), construction sites, and campus grounds?

Environmental Health and Safety

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<th><a href="mailto:safety@uchicago.edu">safety@uchicago.edu</a></th>
<th>773.702.9999</th>
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**Building Issues**

For non-emergency building issues or building maintenance requests, contact your facility operations group to submit a work order. If you have a facility manager contact them first, they may be able to provide assistance and coordinate building-wide requests.

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<tr>
<th>Facilities Services</th>
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<td>Physical Plant</td>
<td>773.702.6295</td>
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