
Standard Operating Procedure: **Incident Reporting (Non-Employee)**

Approval Authority: **Director, Risk Management Services**

Effective Date: **March 2013**

Definitions

Non-employee: any person who is a student, visitor or volunteer of York University

Critical Injuries: is an injury of a *serious nature* that, places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture or amputation of a leg or arm but not a finger or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye. OHSA Regulation 834 Section (1)

Minor Injuries: Include minor cuts, abrasions

YU Incident Report (Non-Employee): the document used when reporting any minor injuries of a visitor, volunteer or, a school related student injury

Supervisor's Accident Investigation Report (SAIR): the document used when reporting any injuries of a York employee or work related student injury

Process

Incident reports for non-employees are to be completed by the supervisor or the person-in-charge of the area where the incident occurred. The supervisor/person-in-charge may be a York faculty or staff member, teaching assistant, don/porter, or other member of the York community.

Emergency response should occur as follows:

- (1) People/property at immediate risk (e.g. medical emergency, fire/crime in progress):

Call 911/EMS and then contact Security (416-736-5333 or Ext. 33333). Security will meet and expedite emergency vehicles directly to the scene.

- (2) Non-urgent matters (e.g. first aid for non-life threatening incidents, a crime that has already taken place, potential hazards, suspicious persons/situations):

Contact Security (416-736-5333 or Ext. 33333). Security will notify other relevant departments (e.g. Risk Management Services, Department of Occupational Health & Safety) as required.

After the immediate response and initial investigation, the supervisor/person-in-charge will forward the incident report to those on the distribution list provided on the form. The York University Incident Report (Non-Employee) is to be submitted within 24 hours after the supervisor/person-in-charge was notified of the incident.

NOTE: If a **critical injury** has occurred, report this immediately to the Department of Occupational Health and Safety at 416-736-5491, or ext. 55941.

Updates/revisions to an incident report can be provided any time after the initial report.