

# Accident Reporting

## Policy Statement

All accidents or dangerous incidents must be reported.

## Procedure

In the event of an accident resulting in death or life threatening injury, the Chief of Security, the Director of Environmental Health and Safety, the Chair of the Department, and the President's Office must be notified immediately.

All accidents which result in injury to any faculty member, staff, student, or visitor will be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident Report Form available from the Safety Office.

All incidents in which any faculty member, staff, student, or visitor might have been injured will be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the [Accident/Incident Report Form](#) available from the Safety Office.

Copies of completed accident reports will be forwarded to the Director of Environmental Health and Safety, Departmental Safety Committee or the Departmental Safety Officer, and the Office of Insurance and Employee Benefits.

All accidents and dangerous incidents will be investigated ([Accident Investigation Policy](#)) by the manager or the supervisor to identify and implement changes designed to prevent similar accidents from occurring in the future. With input from the Dalhousie University Environmental Health and Safety Committee, the Director will investigate all accidents resulting in serious injury and any accident or series of accidents which the Committee wishes to be investigated.

The [Nova Scotia Occupational Health and Safety Act](#) requires that the Occupational Health and Safety Division of the Nova Scotia Department of Labour be notified of:

- An accident in the workplace that occasions bodily injury to an employee.
- An accidental explosion in the workplace whether any person is injured or not.
- An accident in the workplace in which a person is killed from any cause or is injured in such a manner likely to prove fatal.

In the event of any such accident, the Director of Environmental Health and Safety must be notified immediately and in turn will be responsible for notifying the Nova Scotia Department of Labour.

## Responsibility

The chair of the departments through their managers and supervisors.

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