When a worker is involved in an incident\textsuperscript{1}:

1. The person involved reports the incident to their supervisor as soon as possible and seeks first aid if necessary.

2. The person involved submits a CAIRS\textsuperscript{2} report at the first opportunity, but no later than 48 hours after the incident.

3. If there is serious injury to or death of a worker, the supervisor MUST notify Risk Management Services (RMS, 604-822-2029) immediately so that RMS can notify WorkSafeBC, as required by the ACT.

4. The supervisor and a worker safety representative conduct a preliminary investigation and must document the findings in CAIRS within 48 hours, as required by the ACT. If a department does not have a Local Safety Committee, the supervisor may contact a member of JOHSC\textsuperscript{3} to assist in the investigation.

5. UBC Workplace Health Services uses the submitted CAIRS information to complete Form 7 within 48 hours, as required by the ACT.

6. The supervisor and JOHSC\textsuperscript{3} worker representative complete the full investigation within 30 calendar days, as required by the ACT.

7. The report is recorded and finalized in CAIRS within 30 calendar days, as required by the ACT.

8. RMS sends a report on the incident to WorkSafeBC.

9. JOHSC and Local Safety Committee (if applicable) reviews the investigation at their monthly meeting and follows up as needed.

\textsuperscript{1} This include accidents or other occurrences that resulted in or had the potential for causing injury or occupational disease (“close-call” or “near-miss”).


\textsuperscript{3} The list of JOHSC members and a link to monthly minutes are available here: https://educ.ubc.ca/faculty-units/office-of-the-dean/committees-meetings/
As you’ll note from the list, both the supervisor and UBC Workplace Health Services must submit reports within **48 hours** in order to comply with WorkSafeBC’s reporting requirements; therefore, it is essential that any worker involved in an incident report it as soon as possible to allow adequate time for the preliminary investigation.

Some tips for supervisors when completing the CAIRS report:

- The report should not include any information that might identify the person involved.
- Avoid the use of pronouns or names – use “the student”, “the worker”, “the supervisor”, or “they” rather than “he”, “she”, or the name of the individual.
- The report must not divulge any personal or medical information.