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

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

Effective Date: **October 2014 (revised March 2020)**

I. 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

Workplace Incident Report (WIR): the document used when reporting any injuries of a York employee or work-related student injury (students on unpaid placements)

II. PROCESS

Any incidents involving the injury of a non-employee are to be reported using a YU Incident Report (Non-Employee) form. This form should be completed by either:

- a. a supervisor; OR
- b. the person-in-charge of the area where the incident occurred; OR
- c. the person responsible for the non-employee at the time of the incident.

The supervisor, person-in-charge, or person responsible may be a York faculty or staff member, teaching assistant, don/porter, or other member of the York community.

A reminder that 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, Health & Safety & Employee Well-Being) as required.

After the immediate response and initial investigation, the supervisor/person-in-charge/person responsible for the non-employee will forward the completed 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 and is available on the Risk Management website.

NOTE: If a critical injury has occurred, report this immediately to the Health & Safety & Employee Well-Being at 416-736-5491, or ext. 55941.

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