

# Environmental Health and Safety

## Accident Incident Reporting and Investigation Program

### Guidance Document



THE UNIVERSITY OF  
CHICAGO

#### Purpose

The purpose of the Accident Incident Reporting and Investigation Program is to ensure that All accidents, incidents, close calls/near-misses, or unsafe conditions, involving University employees, students, contractors, or visitors are reported and investigated in order to prevent future occurrences.

#### Applicability

This policy, and all the requirements and related programs stated within, apply to all University employees, students, contractors, or visitors.

#### Procedure

*Emergency Assistance:* For on campus accidents/incidents requiring emergency assistance, contact the UCPD at 123 from a campus phone or 773.702.8181 from other phones to arrange for on-scene medical assistance. For off campus accidents/incidents requiring emergency assistance, dial 911 to arrange for on-scene medical assistance.

##### *General Medical Attention for On-Site/Off-Site University Employees:*

If you are a University of Chicago employee and you are injured on the job during your employment

1. Seek medical treatment at the University of Chicago Medicine (UCOM) or Adult Emergency Room. If offsite seek medical attention at the nearest emergency Room;
2. Report the accident/incident or have someone report on your behalf (e.g., witness) to your supervisor or HR representative in the University of Chicago Accident/Incident Reporting System [UCAIR](#);
3. Always use the “buddy” system when obtaining medical attention by having someone escort the injured individual to receive medical treatment;
4. Go to [Workers’ Compensation Policy](#) for all necessary Workers’ Compensation Forms ; and
5. Scan and email the aforementioned forms to [wclaim@uchicago.edu](mailto:wclaim@uchicago.edu).

##### *General Medical Attention for Off-Site University Employees Located Outside of Illinois:*

If you are a University of Chicago employee, but work at a satellite location outside of Illinois and are injured on the job during your employment

1. Seek medical treatment as you would for any medical or injury condition (There are no designated providers outside of Illinois); and
2. Report the accident/incident or have someone report on your behalf (e.g., witness) to your supervisor or HR representative in [UCAIR](#)

##### *General Medical Attention for Students:*

If you are a University of Chicago student and are injured while performing work in laboratories during assigned responsibilities. This includes enrolled graduate and undergraduate degree students.

1. Seek medical treatment at the University of Chicago Medicine (UCOM) or Adult Emergency Room. If offsite seek medical attention at the nearest emergency Room;
2. Report the accident/incident or have someone report on your behalf (e.g., witness) to your supervisor or HR representative in the University of Chicago Accident/Incident Reporting System [UCAIR](#);
3. Always use the “buddy” system when obtaining medical attention by having someone escort the injured individual to receive medical treatment;
4. Go to [Workers’ Compensation Policy](#) for all necessary Workers’ Compensation Forms ; and
5. Scan and email the aforementioned forms to [risk@uchicago.edu](mailto:risk@uchicago.edu).

##### *Non-University Personnel (Visitor or Contractor)*

1. Report the accident/incident or have someone report on your behalf (e.g., witness) to the University of Chicago Police Department at 773.702.9999; and
2. Notify your University Contact and they will report the accident/incident or will have someone report on your behalf (e.g., witness) in [UCAIR](#)

The University of Chicago Accident Incident Reporting system (UCAIR), enables anyone to submit accident and incident reports. UCAIR **does not** replace contacting the University of Chicago Police Department (UCPD) at 123 from a campus phone or 773.702.8181 from any other phone for emergencies, but rather supplements the process by streamlining and centralizing recordkeeping.