

GENERAL SAFETY

Environmental Health and Safety (EHS)
safety@uchicago.edu - 773.702.9999

LABORATORY SAFETY

Office of Research Safety (ORS)
researchsafety@uchicago.edu - 773.834.2707

ACCIDENT

Unanticipated event that results in an injury, illness, hazardous spill/release, or significant property damage

EMERGENCY

- Fatality
- Injury/Illness requiring medical attention
- Laboratory exposures
 - Chemical
 - Eyewash or shower used
 - Biological/Needlestick*
 - Animal bite/scratch
 - Laser
 - Radioactive
- Chemical spill OR oil spill
 - Hazardous/toxic
 - Too large for spill kit
 - Entered a drain
- Confirmed fire/explosion causing damage
- Significant property damage (Flooding in multiple rooms/levels, disruption to building operations)
- Odor complaint leading to building evacuation or multiple occupants struck ill

CALL UCPD**

123 (Campus Phone)

773.702.8181 (Cell Phone)

Critical step if emergency assistance is needed
or event occurs after-hours
4:30 pm – 8:00 am

UCPD
pages
EHS or ORS

SUBMIT

UCAIR

FORM

Via Website or Mobile App

UCAIR notification
emailed to
EHS and ORS

**EHS or ORS On-call
Safety Officer begins
root-cause analysis.**

INCIDENT

A close call/near miss that has the potential to escalate to accident status

NON-EMERGENCY

- Minor injury, first-aid was self-applied or medical attention was not needed
- Minor chemical or oil spill
 - Non-hazardous
 - Addressed with spill kit
 - Drain not impacted
- Incident occurred that had the potential to cause an accident
 - Equipment malfunction
 - Improper use of equipment
 - Contained fire, no damage
 - Fire extinguisher was used, no damage

SUBMIT

UCAIR

FORM

UCAIR notification
emailed to
EHS and ORS

**EHS or ORS initiates
root-cause analysis
within 24 hours of
report.**

SAFETY CONCERN

A routine safety issue, concern, complaint, or clarification.

ROUTINE

- Policy or regulatory clarifications
- Chemical storage, handling, or emergency procedures
- Indoor air quality complaints
- Mildew or mold concerns
- Job safety analysis/risk assessment

E-mail or call
EHS or ORS
directly

**EHS or ORS assigns
work request and
responds to e-mail
within 24-48 hours.**

* For needle sticks or biohazard exposure, call the needle stick hotline immediately at 773.753.1880 pager 9990#.

** For off-campus facilities (e.g., Gleacher Center, Ricketts, Yerkes), please call 911 or follow the site-specific procedures during emergency situations (e.g., fire, ambulance).

FAQs

Q: Where can I submit a report?

A: Download the UCAIR mobile app (IOS or Android) or go to ucair.uchicago.edu to submit a report online and learn more about UCAIR. The UCAIR link is also present on the websites of both safety offices (EHS and ORS).

Q: Do I need to login to UCAIR?

A: No. Anyone can access the UCAIR tool and submit a report.

Q: Can I report an accident/incident anonymously?

A: Yes. However, anonymous reporting is only for events that do not require medical attention. If a University employee sustains an injury requiring medical attention they must follow the Human Resources Policy 525 – Workers' Compensation and complete three forms with their supervisor. If you are reporting a non-injury anonymously, please be as detailed as possible to ensure we can locate the area to determine the root cause.

Q: I work in a Medical Center building, does the process change?

A: Yes. Call Public Safety at **773.702.6262** to report all emergencies in the Medical Center and follow their reporting procedures. If you are a University employee, then you can submit a report using the UCAIR tool.

Q: If I submit a report to UCAIR, does it also notify UCPD?

A: No. The UCAIR tool only sends a notification to the main email boxes of the safety offices (EHS and ORS). In the event of an emergency call UCPD at **123** or **773.702.8181** to ensure proper emergency response procedures are triggered (e.g., UCPD pages: On-call engineer, On-call Safety Officer for EHS and/or ORS, Dean On-call if students are involved, etc.).

FAQs

Q: Why should I use UCAIR?

A: Your UCAIR report will allow the safety offices to follow-up and determine the root cause of an accident/incident, which can drive change and eliminate future occurrences.

Q: What is the difference between UCAIR and UCARE?

A: UCAIR is a system for submitting a report about any accident/incident that occurs on campus or work-related injuries at off-campus locations. UCARE is the University of Chicago Alcohol Risk Reduction Education Program that is managed by Student Health and Counseling Services (SHCS).

Q: Does this replace the whistleblower hotline?

A: No. Please call the University's whistleblower hotline at 1.800.971.4317 to report unethical or inappropriate behavior.

Q: How do I know whether to report something?

A: All accidents/incidents should be reported no matter how minor. Reporting of accidents/incidents helps identify the cause and prevent future occurrences. If in doubt, report it.

Q: When should I not use the UCAIR system?

A: UCAIR's main goal is to eliminate preventable injuries and significant accidents that impact university employees or disrupt facility operations on a large scale.

Do not use UCAIR to report crimes, building maintenance issues, condensation, musty odors, mold/mildew, nor nuisance odors related to food/cooking.

Contact Facilities Services or Physical Plant for all building related maintenance issues and the appropriate safety office for routine safety work requests.

Contact Environmental Health and Safety for non-lab related issues and the Office of Research Safety for lab related issues.

Contact Information

Laboratory Safety

Questions regarding UCAIR in research labs or lab activities? Contact your LSS first.

Laboratory Safety Specialists (LSS)

BSD Labs

Chris Delgado.....773.702.2904

Anita Guedea.....773.834.2708

Jeff Melton.....773.834.1171

PSD Labs

Ian Hoppie.....773.702.7496

PME Labs

David Gordon.....773.834.8845

SSD Labs

Chris Whaley.....773.834.4350

Office of Research Safety

researchsafety@uchicago.edu

773.834.2707

Radiation Safety

773.702.6299

General Safety (Non-Lab)

Questions in University buildings (non-lab activities), construction sites, and campus grounds?

Environmental Health and Safety

safety@uchicago.edu

773.702.9999

Building Issues

For non-emergency building issues or building maintenance requests, contact your facility operations group to submit a work order. If you have a facility manager contact them first, they may be able to provide assistance and coordinate building-wide requests.

Facilities Services.....773.834.1414

Physical Plant.....773.702.6295