



POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Policy Number	A-4
Date Last Updated	28 July 2010
Approving Sector Head	President & Vice-Chancellor
Policy	ACCIDENT POLICY

1. In an emergency contact:
 - (a) Emergency Medical Services (Police/Fire/EHS) (7-911)
 - (b) Acadia Safety & Security Department (ext.1103 or 542-7711)

2. Provisions of the Acadia University Occupational Health and Safety Policy, the current Nova Scotia Occupational Health and Safety Act and any applicable Collective Agreement shall be followed by faculty, students, staff and visitors.

3. Unit heads and supervisors shall:
 - (a) Report all accidents and near misses on the approved University form, submitting the completed form to the Department of Safety and Security.
 - (b) Take immediate measures to ensure others are not injured by the same situation.
 - (c) Investigate the cause of the accident or near miss.
 - (d) Ensure that within the unit for which they are responsible, accident risks are identified and reported.

All reports involving students, faculty, staff, contractors and the visiting public shall be forwarded in a timely manner to the Occupational Health and Safety coordinator by the Department of Safety and Security. One copy of such reports may be kept at the unit in a specified, secure location.

4. The following may be contacted for advice, information and appropriate forms:
 - (a) University Joint Occupational Health and Safety Committee
 - (b) Occupational Health and Safety Coordinator
 - (c) Department of Safety and Security.