


POLICY: ACCIDENT / ILLNESS / INCIDENT REPORTING		NUMBER: WP-83	
PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  _____ Andrew Konowalchuk	CLASSIFICATION: Work Procedure	EFFECTIVE: May 4, 2026
			SUPERSEDES: April 24, 2023

POLICY:
 An [Accident/Illness/Incident Reporting Form & Investigation Report](#) (AIIR) must be completed by supervisors whose employees were involved in an accident or incident during working hours. The report will be completed using the standard Accident/Illness/Incident Reporting Form & Investigation Report. Upon completion, copies of the report will be forwarded to fm-aiir@uwo.ca.

It is the responsibility of the supervisor to ensure that all sections of the report are accurately completed, and all required information is provided. For example, in describing the accident, it is essential that the work being carried out at the time of the accident (or employee’s activities) be specified on the report form. It is also the responsibility of the supervisor to attend the scene where the incident occurred and complete an on-site investigation within 24 hours.

Under the section “Actions and Follow up to Prevent Recurrence”, it is essential that the supervisor state any recommendations, suggestions or changes in procedure(s) which will be implemented to prevent a similar accident from occurring in the future.

All AIIRs should be sent by email through fm-aiir@uwo.ca. Completed AIIRs will be routed to Health, Safety & Wellness, FM’s Associate Vice-President, Department Director, and Department Manager.

RESOURCES:
[Accident/Illness/Incident Reporting Form & Investigation Report \(AIIR\)](#)

[Accident / Illness / Incident Reporting - Human Resources](#)