SAFETY- IBC

UVMClick Website	https://www.uvm.edu/ovpr/uvmclick	Email Support	UVMClick@uvm.edu
UVMClick Login	https://rpo.connect.uvm.edu/Safety	Phone Support	(802) 656-5040

Laboratory Accidents/Exposures/Spills (incidents)

Researchers, lab techs, IBC staff, committee members or the BSO can create an incident report describing a safety incident. The Chair and Biosafety Officer reviews all incident reports whether there has been an exposure or a near miss. All incidents will be reported to the IBC at a regularly convened meeting at which time the IBC may require additional safeguards or changes in procedures.

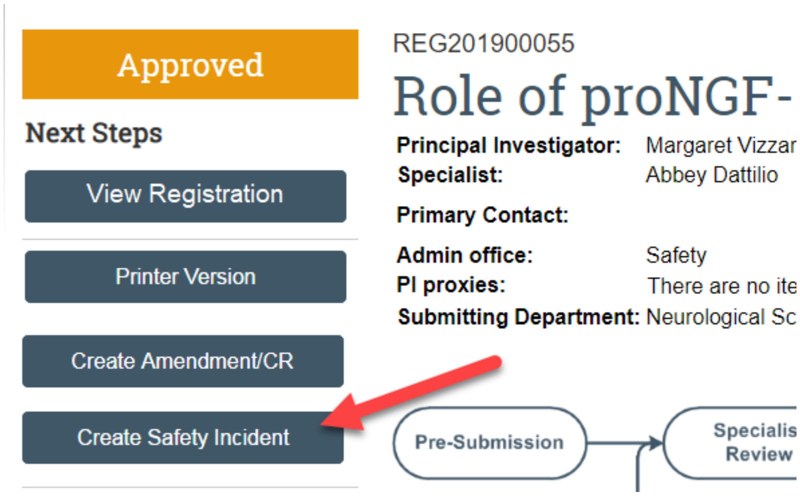
Incident Workflow Diagram

1. Any registered user creates an incident from the "Dashboard" or from the workspace of an approved IBC registration. The highlighted bubble will display as Pre-Submission.

2. The person who created the incident or a Safety staff member or officer must submit it. Once submitted, the highlighted bubble moves to Pre-Review and IBC staff will begin the review process.

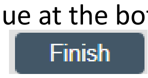
How to Create and Submit a Safety Incident

- Open the applicable registration record and click the “Create Safety Incident” button



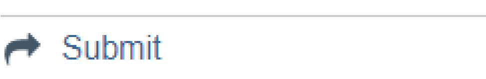
Fill out the smartform views.

Basic Information page:

1. Incident name - Type a name that will distinguish this incident from others in the system, for example, "Chemical Spill - HCl." As a guideline, keep it shorter than 50 characters. The name you assign here will identify the incident throughout the Safety system.
2. Choose the applicable box on how the incident was discovered - via self-report or monitoring visit or BSO observation?
3. Continue to give details on the location of the incident and any other staff involved. This will help the IBC ensure the safety of all personnel. You may upload a description of the incident at the end or any other relevant material you feel the IBC may need to review the submission.
4. Click continue at the bottom of the screen
5. Then click 

TIP! If you miss filling in any of the required fields, there will be a message at the top of the screen

When done, click the “Submit” activity on the left to send the Incident information to the RPO Office.



The Incident record will change from Pre-Submission to Pre-Review. The incident has been created and submitted. The responsibility now moves to the IBC.