# SAFETY

| | | | |
|---|---|---|---|
| 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 |

## Overview

Huron IBC/Safety enables any registered user to create an incident report describing a safety incident. The Safety staff and corresponding committee will review the incident as appropriate, requiring corrective action where necessary.

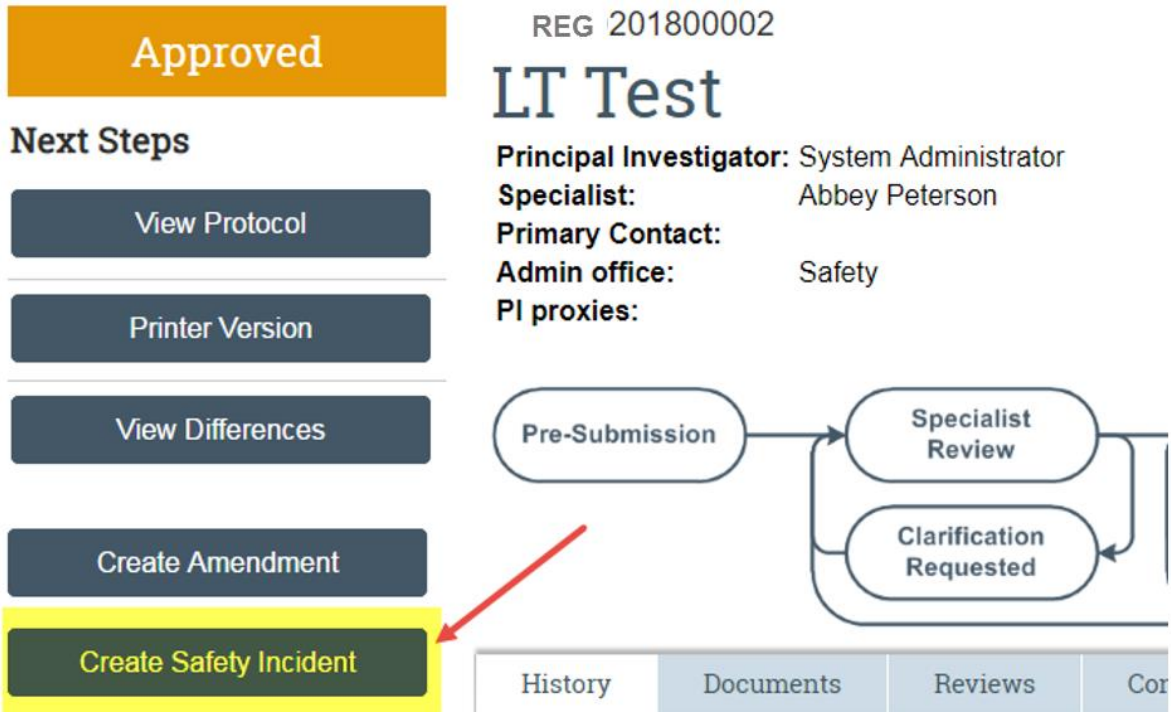
Incident Workflow Diagram


1. Any registered user creates an incident from My Inbox or from the workspace of an approved Safety 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 the Research Protections Safety staff will have access to process it.

# How to Create and Submit a Safety Incident

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




Fill out the smartform views.

1. Basic Information

   Then click Continue »
2. Identification

   Then click Finish

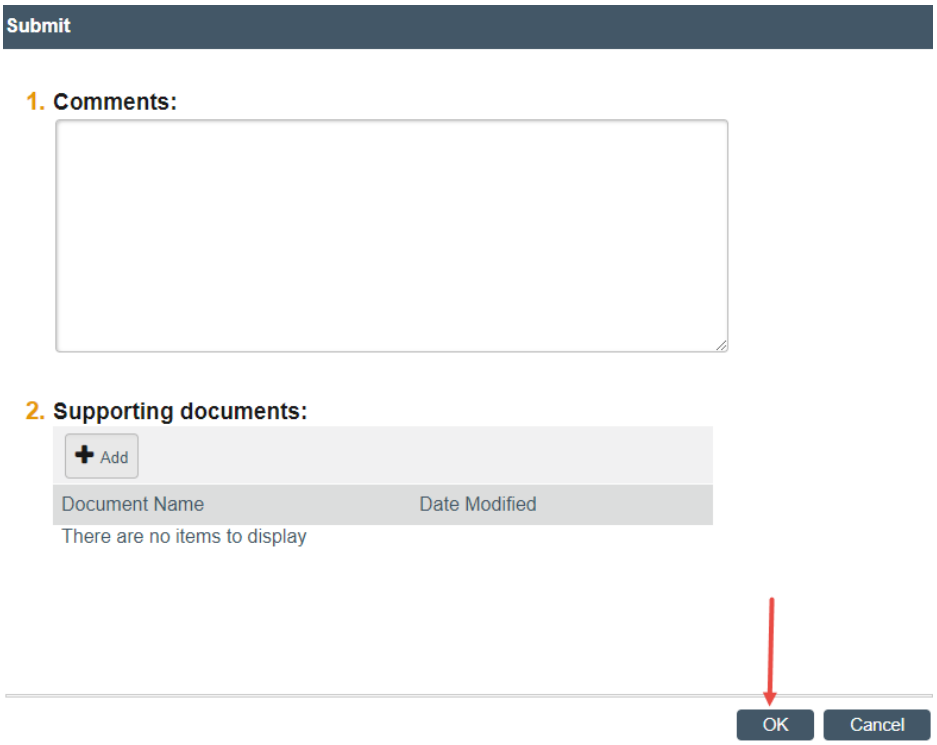
**NOTE:** Questions with a red asterisk are mandatory.

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

Could not submit the form due to one or more errors:
Please review the page and correct any errors...

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


The subsequent "Submit" pop-up allows for any additional comments or uploads.
Click OK.




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

**REMEMBER:** If you do not see an activity called "Submit" that means that you are not designated as the PI or the Proxy.

## Submission Rules:

- Only the PI and any assigned Proxies have the authority to submit requests to the IBC office. And therefore, they are the only ones who will have the "Submit" activity.
- Only the PI is able to assign a new Proxy. See the user guide called "How to Assign A Proxy" on the UVMClick-IBC website.
- A Proxy must be a member of the study team membership list and have completed the required training.

Below are some informational details regarding the remaining incident workflow statuses.

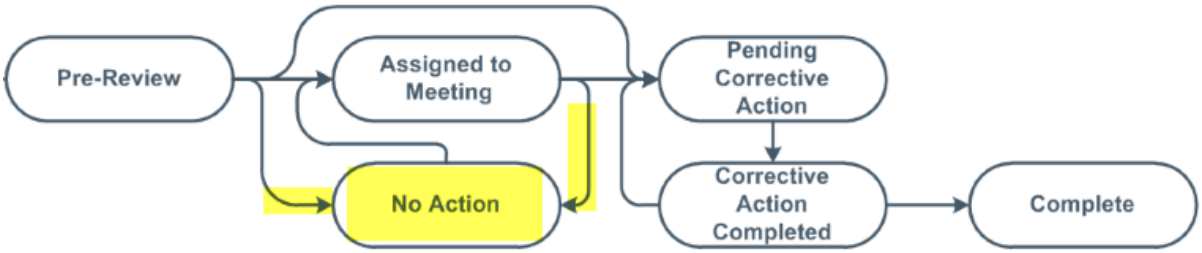
# If All is Well

**Pre-Review**

During Pre-Review, the Safety staff or officer reviews the incident and determines whether committee review is needed. If committee review is not needed, they can send the incident to a final state of "No Action."

**Assigned to Meeting**

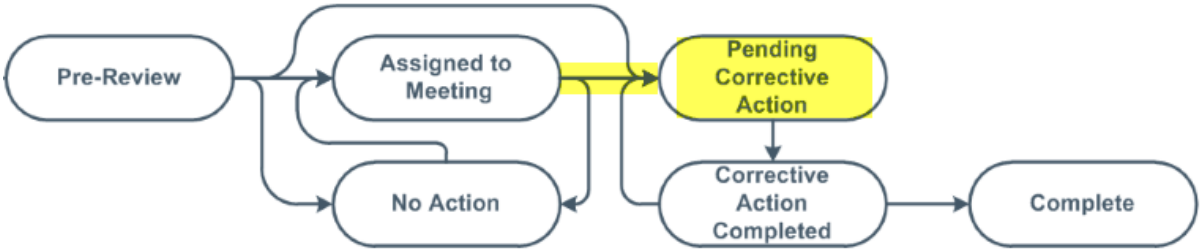
If a committee review is needed, the submission will be assigned to a meeting date. The committee has the same options as during the Pre-Review. If they deem the incident does not require corrective action, they can send it a final state of "No Action".



# If All is Not Well

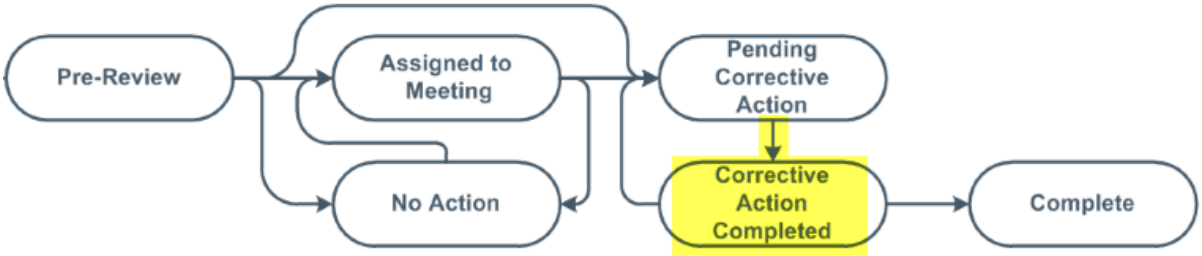
**Assigned to Meeting**

If a committee review deems the incident to require corrective action, they will send it to the “Pending Corrective Action” state.




**Pending Corrective Action**

During Pending Corrective Action, the Safety staff or officer can update the action plan if needed. The responsible parties, Safety staff, or officer can also indicate that the action plan is complete, moving the incident to the Corrective Action Completed state.




**Corrective Action Completed**

During Corrective Action Completed, the Safety staff and officers can confirm that the plan was completed, which moves the incident to the Complete state.