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.

Below are the workflow steps an incident submission can take once submitted to the Research Protections Office.
If All is Well

Pre-Review

During Pre-Review, a board member/BSO will review the incident and determine whether committee review is needed.

Assigned to Meeting

If a committee review is needed, the submission will be assigned to a meeting date. If they deem the incident does not require corrective action, they can send it a final state of “No Action”.

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Incident Workflow Statuses

February 2019
If All is Not Well

Assigned for Corrective Action

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

Corrective Action

During Pending Corrective Action, the Safety staff or officer can update the action plan if needed.

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.