UBC Centralized Accident Incident Reporting System (CAIRS) Quick Tips

UBC CAIRS www.riskmanagement.ubc.ca

- Prove Treatment to the Injured
- •Control Remaining Hazards
- Preserve the Scene

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1) Manage the Scene

2) Gather Information

- •Interview Personnel
- Physical Evidence
- Review Documents (ex.training records, inspection records)
- Create a timeline of events leading up to incident and include this as the description of incident
 - 3) Evaluate Findings

4) Determine Direct Causes

- •Can be seen or sensed
- •Ex. Task, Environment, and Equipment Factors

- Obtained by asking WHY? to every direct cause
- Usually there is more than one root cause
 - 5) Determine Root Causes

SMART Corrective Actions

- Specific (include detail, state exactly what needs to be done)
- Measurable (Can you objectively state when the action has been achieved?)
- Actionable (Use strong clear action verbs)
- Realistic (Within Reach? Obstacles considered?)
- Timely (Is there a completion date assigned?)

7) Preliminary Investigation

Must be completed within **48 hours** of the occurence of the Incident

Must complete all interm corrective actions to prevent recurrence within those 48 hours

Interm corrective actions usually address direct causes and sometimes the root causes

Must complete all sections of UBC CAIRS within 48 hours

8) Full Investigation

Must be completed within **30 days** of Incident

Must complete all corrective actions (address all direct and root causes)

If all corrective actions are complete in prelimary investgation, Preliminary Investation = Full Investigation

Must add any additional information about the incident that may have surfaced post initial 48 hours into UBC CAIRS