

Protocol in case of an event: accident/incident/hazardous situation

The purpose of this protocol is to **prevent future accidents**. Often, events are repeated and accidents are similar to one another. Therefore, by conveying this information and raising awareness for those around you, you contribute to reducing the number of accidents.

IMMEDIATELY

1. ACT ! In case of need **dial 115 or 021 692 20 00**.
2. INFORM : Depending on the severity : person responsible of the unit and dean's office.

NEXT

3. DECLARE : fill in the accident/incident/hazardous situation declaration form.
4. CONVEY : send the document to your COSEC, which will send it to UNISEP.
5. RAISE AWARENESS : To avoid future accidents, inform and rectify the situation.

1. Act !

If you witness or are a victim of an accident, dial **115** or **021 692 20 00** to **request help**. No matter the nature of the accident, fire, injury aggression, etc., 115 is the dedicated number for any kind of emergency within Unil.

2. Inform

Each collaborator is responsible for immediately and directly informing the COSEC (security coordinator) of their department about any serious situation concerning hygiene, security, workplace health and environmental protection.

If the danger is not under control or if its impact is not limited, it is paramount that he/she informs UNISEP as soon as possible, the person responsible for the group as well as a representative of the dean's office. Any situation that puts at risk more than one person must be notified immediately.

3. Declare

Once the situation has returned to normal, the declaration form must be filled out. This form is found on the UNISEP webpage under [Downloads](#).

An announcement form must always be filled out after :

- a. An accident concerning a person ;
- b. An accident with material damage ;
- c. A technical accident exposing people to a dangerous substance ;
- d. A situation causing a significant impact to the environment ;
- e. Breaking internal or statutory safety measures

Remember that any professional or non-professional accident that requires a medical treatment must be declared to the accident insurance of UNIL. Contact the secretariat of your unit.

4. Convey

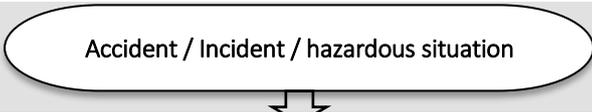
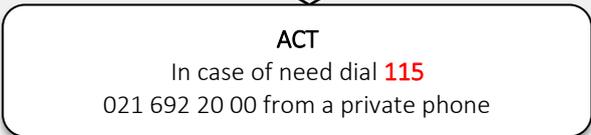
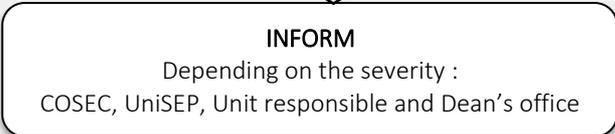
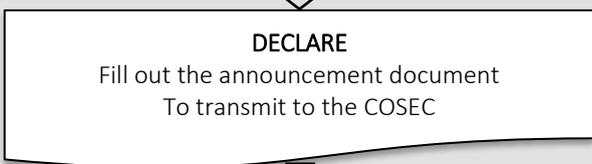
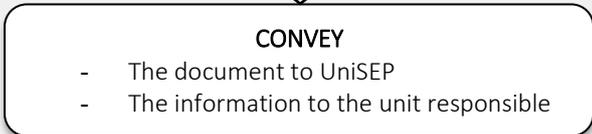
The declaration form must be **transmitted to the COSEC** of your department/unit, which will **send the form to UNISEP** at the e-mail address unisep.sst@unil.ch. The COSEC must also inform the **person responsible for the unit**.

UniSEP, in agreement with COSEC, can send the CHS a report on the incident in order to take larger scale measures as necessary.

5. Raise awareness

UniSEP, the COSEC, the person responsible of the unit and the dean's office, guaranteeing anonymity to the people concerned, may decide to :

- a. Inform locally or broadly about the incident.
- b. Evaluate the risk of the situation (through the SSTE group).
- c. Assess the causes of the incident.
- d. Call in specialists after consulting the SSTE group of UniSEP.
- e. Take the required steps for risk reduction through the STOP principle :
 - Strategy : The Direction of the university or the people in charge impose new rules.
 - Technique : New security measures are applied, the procedure is modified, the dangerous substances are substituted.
 - Operation : the procedure is modified or described in detail.
 - Person : The behavior is modified, personal protection equipment is used.

Person in charge	What	Tools/Documents
		
- Witness - Victim		
- Witness - Victim		
- Witness - Victim		<i>Announcement of accident / incident / hazardous situation</i> www.unil.ch/unisep -> Downloads
- COSEC		unisep.sst@unil.ch
- COSEC - Unit resp. - Dean's office - UniSEP.	