PHAC Incident and Exposure Reporting

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# From the Canadian Biosafety Standards 4.9.9 and 4.9.10

The Canadian Biosafety Standard requires that all incidents and exposures involving human pathogens and toxins be reported to the Public Health Agency of Canada (PHAC) and that follow-up reports also be submitted.

# Implementation

1. The University has a PHAC license, which is accessed by the Associate Vice-President, Research, the Biosafety Manager and the Biosafety Alternate. These three roles are the ones responsible for submitting incident and exposure reports directly to PHAC.
2. Individuals involved in incidents and exposures are to report to their Supervisors using the incident reporting form. <http://www.workingatmcmaster.ca/eohss/prevention/injury/>
3. Supervisors and Chairs/Directors are to follow their responsibilities according to University policies and programs.
4. The Safety Offices route a copy of the incident report to the Biosafety Manager if it involves a biohazard.
5. The Biosafety Manager forwards a summary of the report to the biosafety committee.
6. If the incident involves a risk group 2 or higher human pathogen, the Biosafety Manager also submits an online report and follow-up reports to PHAC.

DO NOT SUBMIT REPORTS TO PHAC DIRECTLY. DO NOT ATTEMPT TO CREATE AN HPTA LICENSE. CONTACT THE BIOSAFETY OFFICE FOR CLARIFICATION.

**(WORKER/SUPERVISOR/CHAIR/DIRECTOR -> SAFETY OFFICE /EOHSS -> BIOSAFETY MANAGER -> PHAC)**