Accident Reporting

Accidents and other Incidents are reported through the online incident reporting portal, [IRIS](https://iris-production.ads.qub.ac.uk/).

[ACCESS IRIS HERE](https://iris-production.ads.qub.ac.uk/)

As part of the strategy to improve the overall accessibility of reporting near misses, incidents and accidents, an online Incident Reporting Information System (IRIS) has been developed.

IRIS is available to all staff through [Queen’s Online](http://www.qub.ac.uk/qol/) (QOL). It should be noted that all users (staff) can complete an incident report for themselves or for another member of staff who may not have access to QOL.

**Where an incident involves a student or member of the public, the incident report on IRIS must be completed by a member of University staff.**

The system replaces the paper-based Accident Report form (AC1). However, in the event of an injury or First Aid treatment to a member of staff, the Accident Book (BI510) must still be completed.

**Please contact the following nominated personnel for access to the Accident Book B150**

SoBS – School Office – Contact Mrs Mary Devlin [mary.devlin@qub.ac.uk](mailto:mary.devlin@qub.ac.uk) Ext. 5789

QML - Room 101 – Contact Mr Simon Exley [s.exley@qub.ac.uk](mailto:s.exley@qub.ac.uk) - OTH 02842727807