



THE UNIVERSITY OF THE WEST INDIES  
Mona Campus  
Human Resource Management Division (HRMD)

---

**Environmental and Occupational Health and Safety Manual**  
**SECTION I - GENERAL SAFETY**

---

## EOHS 01-003 Incidents, Injuries and Illness

### Introduction

#### **Purpose**

The purpose of this incident and injuries procedure is to capture required information and maintain records of work-related accidents, injuries and illnesses.

#### **Definitions**

#### **Responsibilities**

- Employees must report all incidents of injury or illness occurring in the workplace no matter how minor. In addition, any **significant** aggravation of a pre-existing condition by a workplace event or exposure makes the case work-related.
- An incident report form must be completed and forwarded to the EOHS Coordinator no later than the day following the incident. Ideally, the incident report form will be completed as soon as possible after the incident.
- Employees and students are encouraged to report all instances of near-miss accidents. This will assist the Supervisor or EOHS Coordinator in hazard identification.

### Procedures

Procedures for Incidents, Injuries and Illnesses are outlined in the **Handbook for Reporting and Investigating Accidents and Incidents at UWI, Mona**.