



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

SECTION I – GENERAL SAFETY

EOHS 01-015 Risk Management

Introduction

Risk Management is the identification, assessment, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events.

 **Purpose**




The University of the West Indies values its staff and strives to provide safe work and a safe work environment. The health and safety of every staff member, student, visitor, and the environment are primary considerations in the U.W.I. continuous efforts to eliminate or reduce conditions and behaviors that could result in injuries or illnesses. U.W.I. is committed to the principle that such a safety culture will help maintain employee health, increase productivity, minimize lost work time, and reduce costs.

Identification and reporting of potentially unsafe working conditions is the responsibility of all employees at U.W.I. Since many such conditions can be quickly eliminated once they are identified, an effective channel of oral and written communication is necessary to the development of a sound safety program.




 **Definitions**

 **Responsibilities**

Department heads are expected to:

-  Inform all employees of their responsibilities for reporting hazards and encourage the submission of oral reports as the quickest and most effective means of hazard identification and resolution.
-  Lead and/or participate in hazard identification of their department to ensure that safety issues or concerns are identified and resolved.
-  Take appropriate steps to eliminate or reduce safety or health hazards in a timely manner.

Supervisors are expected to:

-  Conduct periodic hazard identification of work areas to identify hazardous conditions.
-  Ensure that any unsafe conditions or equipment and work hazards are brought to the attention of their head of department.
-  Report accomplishment of corrective actions to their Head of department.

Employees are expected to:



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- ✚ Bring all unsafe conditions, behaviors, or practices that create risks for themselves, students, visitors, or the environment to the attention of their supervisors.
- ✚ Report all work-related injuries or illnesses within 24 hours.

The Safety Office is expected to:

- ✚ Identify and prioritize hazards through periodic risk management programs.
- ✚ Coordinate the evaluation of hazards reported by individual departments.
- ✚ Track the hazard correction process until completed.
- ✚ Provide guidance to departments about corrective action options.
- ✚ Identify employees at risk through the exposure determination process.

Procedures

✚ REPORTS OF HAZARDOUS CONDITIONS

All employees are expected to report unsafe or unhealthy conditions to their immediate supervisor. The supervisor shall promptly investigate and take appropriate corrective actions, contacting the Head of Department in conjunction with the Safety Office for assistance as necessary. The supervisor shall keep the reporting employee informed of all action taken.

Members of the U.W.I. community may submit a report of unsafe or unhealthy conditions directly to the Head of Department. Upon receipt, the Head of Department will contact the originator to acknowledge receipt and discuss the seriousness of the reported hazard and shall advise the responsible manager that a hazard has been reported.

✚ HAZARD ASSESSMENT

Hazards may be identified in a number of ways: through periodic hazard identification, through supervisor/employee reports, or through incident investigations. Hazards may include those facilities, equipment, or work operations which present risk of injury/illness or do not comply with existing regulations or standards.

Regardless of how identified, each hazard will be validated by the supervisor. Once validated, an assessment of the issue will be done in order to establish its priority of risk. Priority of risk will be based on the probability for the condition to cause an injury or illness as well as the anticipated severity of the most likely outcome. Conditions that are considered to present an imminent danger of loss of life or property will trigger immediate actions to mitigate the hazard.

✚ REPORTS

Written reports of hazard assessment will be provided to the department by the respective Safety Officer. The report will include a description of the condition, an evaluation of its relative priority, and recommendations for reducing or eliminating the hazard. For higher priority hazardous conditions, the responsible Safety Office may



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request a written response outlining the department's steps to manage the hazard.

CORRECTIVE ACTIONS

After identifying the hazards, the hazards are then evaluated on the harm they may cause and how. We also look at the likelihood and severity of that hazard. The UWI uses a three rating system, for indicating likelihood and severity.

Severity	Likelihood	Rating
Permanent Incapacity Or death	Inevitable	3
3 days or more off work	Likely	2
Up to and including first aid injury, no lost time	Highly improbable	1

Likelihood	Risk Analysis			
	3	Medium	High	High
	2	Low	Medium	High
	1	Low	Low	Medium
		1	2	3
Severity				

Risk rating = Likelihood X Severity

Risk Rating	Definition
6,9	High
3,4	Medium
1,2	Low

From the risk rating we prioritize the risk, to see which area we should address immediately. The "High" risk will get the most attention then the medium then the "Low" risk. UWI will look at if the existing precautions are adequate or more should be done. The findings are then recorded and the assessment reviewed if necessary. Reviews should be carried out as frequently as is appropriate. They should not be carried out as a routine practice for fear of the review becoming no more than a bureaucratic activity.



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The risk assessment form UWI will use is in the appendix.
The Hierarchy of Management Risk Control

- ✚ Eliminate (includes removing hazards or sometimes avoiding hazards e.g. removing a tripping hazard, avoiding working at height etc)
- ✚ Reduce/Substitute
- ✚ Engineering Controls (Physical means)
- ✚ Safe Systems of Work, Information, Instruction, Training, Supervision, suitable inspection & testing, etc (Non physical means)
- ✚ Personal Protective Equipment