The University of the West Indies, Mona Campus commits:

- to provide appropriate control of the health and safety risks arising from our working, living and learning activities;
- to consult with our staff, students and other stakeholders on matters affecting their health and safety;
- to comply with all national health and safety legislation;
- to provide and maintain safe facilities;
- to ensure that resources are allocated to effectively manage the health and safety risks arising out of our working, living and learning activities;
- to ensure safe handling and use of substances;
- to provide EOHS information, instruction and supervision for staff, students and other stakeholders;
- to ensure all employees are competent to do their tasks, and to provide them with adequate training;
- to minimize accidents, incidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

Professor Gordon Shirley
Principal and Pro-Vice Chancellor

Date

Date Reviewed
Responsibilities

1. Overall and final responsibility for environmental and occupational health and safety is that of The Principal and Pro-Vice Chancellor.

2. Responsibility for ensuring this policy is put into practice is delegated to the following officers:
   - The Campus Registrar/Director of Administration
   - The Estate Manager
   - Deans of Faculties, Academic Heads and Unit Heads
   - The Campus Bursar/Director of Finance
   - The Director of Student Services
   - The Environmental and Occupational Health and Safety (EOHS) Manager

3. To ensure EOHS standards are maintained, improved and implemented, the following Officers have responsibility in the following areas:

<table>
<thead>
<tr>
<th>Officer</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Environmental and Occupational Safety and Health Manager</td>
<td>Ensures that the institution's EOHS policy and procedures are compliant with the statutory requirements. Provides technical oversight and guidance to management on all matters relating to EOHS.</td>
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<tr>
<td>Campus Registrar</td>
<td>Ensures that administrative units under his/her control adhere to the EOHS policy</td>
</tr>
<tr>
<td>Estate Manager</td>
<td>Ensures that all facilities (buildings, surroundings, utilities) are maintained in a manner which does not imperil the safety and health of its users</td>
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<tr>
<td>Deans of Faculties/Academic Heads/Unit Heads</td>
<td>Ensures that all departments or units under their jurisdiction adhere to the EOHS policy and all other relevant legislation</td>
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<tr>
<td>Campus Bursar</td>
<td>In conjunction with the Principal ensures that resources are allocated for the implementation and maintenance of the EOHS policy</td>
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</table>
4. All individuals with Supervisory roles, responsibilities and functions are required to:
   - ensure the University’s EOHS policies and procedures are put into practice on a day-to-day basis;
   - correct, so far as possible, any observed or reported safety problems in consultation with the EOHS office as required;
   - report all work-related accidents, incidents and illness;
   - conduct accident investigations

5. All employees and students are required to:
   - take reasonable care of their own health and safety
   - co-operate with supervisors and managers on health and safety matters;
   - comply with and follow safety and health procedures provided to safeguard the health and safety of themselves and others who may be affected by their actions at work; and
   - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

6. The Joint Safety and Health Committee will:
   - be chaired by the Principal and Pro-Vice Chancellor
   - include representatives from each faculty/unit, senior management, union and student groups,
   - meet regularly to review and evaluate the extent to which the EOHS policy is being put into practice on a day-to-day basis;
   - strategize on methods of reducing risk associated with hazardous activities;
   - communicate the University’s EOHS policy to all members of the groups they represent;
   - report to the S&H committee, for resolution, any observed or reported health and safety issues
Health and safety risks arising from our working, living and learning activities

Risk assessments will be undertaken by any individual with supervisory roles, responsibilities and functions. The EOHS office will provide technical oversight for risk assessments when the need arises.

The findings of risk assessments will be reported to Deans of Faculties, Academic Heads and Unit Heads.

Action to remove or control risks will be approved by Deans of Faculties, Academic Heads and Unit Heads in consultation with the EOHS office.

Deans of Faculties, Academic Heads and Unit Heads will be responsible for ensuring the action required is implemented.

Individuals with supervisory roles, responsibilities and functions will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year or when the activity changes.

Consultation with stakeholders

Consultation with employees, students and tenants will be facilitated by the Senior Assistant Registrar (ERCEHS).

Employee, student and tenant representative(s) are

- West Indies Group of University Teachers (WIGUT), Jamaica
- Mona Administrative and Technical Staff Association (MONATS)
- University & Allied Workers’ Union (UAWU)
- Guild of Students
- Tenants Liaison Officer
Safe Facilities

The **Estate Manager** will be responsible for identifying all facilities and equipment requiring maintenance.

The **Estate Manager** will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with facilities and/or equipment should be reported to the **individual with the Supervisory responsibility or function**.

The **Purchasing/Procurement Manager** in consultation with the EOHS office will check that new facilities and equipment meets safety and health standards before it is purchased.

Safe Handling and Use of Substances

**Individuals with Supervisory roles, responsibilities and functions** are responsible for identifying all substances which need a risk assessment.

**Deans of Faculties, Academic Heads and Unit Heads or any other Individuals with Supervisory roles, responsibilities and functions** in consultation with the EOHS office are responsible for undertaking these risk assessments.

**Deans of Faculties, Academic Heads and Unit Heads** are responsible for ensuring that all actions identified in the risk assessment are implemented.

**Deans of Faculties, Academic Heads and Unit Heads** are responsible for ensuring that all employees and students are informed about these risk assessments.

**The Purchasing or Procurement Officer in conjunction with the EOHS Office** will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every **2 years** or when the activity or use changes, whichever is soonest.
Information, instruction and supervision

The University’s EOHS policy will be displayed at:
- Each Hall of Residence
- All Administrative Offices
- The Assembly Hall
- The Main Notice Board
- Main Lecture Theaters

Information about the EOHS and related legislation is available from the Senior Assistant Registrar - ERCEHS and the Campus Website.

Health and Safety advice is available from the EOHS office.

Supervision of young workers/trainees will be arranged/undertaken/monitored by their immediate Supervisor.

Individuals with supervisory responsibilities and functions are responsible for ensuring that our employees and students working at locations under the control of other organizations are given relevant health and safety information.

Competency for Tasks and Training

The Human Resources Management Division in consultation with the EOHS office will provide induction Safety and health training.

The Deans of Faculties, Academic Heads and Unit Heads or any other Individuals with Supervisory roles, responsibilities and functions will provide job-specific or facility specific training.

Specific jobs or facilities requiring special training are

Training records are kept by/a the Human Resources Management Division, the EOHS office and/or the respective department/unit.

Training will be identified, arranged and monitored by Deans of Faculties, Academic Heads and Unit Heads in conjunction with the Human Resources Management Division.
Accidents, first aid and work-related ill-health

Health surveillance is required for employees doing the following jobs:
  o Work in involving or resulting in exposure to:
    ▪ Chemicals
    ▪ Lead
    ▪ Asbestos
    ▪ Cadmium
    ▪ Chromium
    ▪ Selenium
    ▪ Radiation
    ▪ Extreme Temperatures and
    ▪ Noise

Health surveillance will be arranged by the Human Resources Management Division in consultation with the University Health Centre

Health surveillance records will be kept by the University Health Centre

The first-aid boxes will be kept at every department, unit and hall of residence

The appointed person(s)/first aider(s) is/are [to be listed]

All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept at each department, unit, hall of residence and University Health Centre.

The EOHS Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Occupational Safety and Health Department, Ministry of Labour.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will
  o Conduct daily safety inspections,
  o Conduct regular audits,
  o Compile, monitor and evaluate a risk register to minimize risk to staff, students and visitors
  o Investigate accidents, incidents, near misses and occurrences of work-related ill-health

Individuals with Supervisory roles, responsibilities and functions and the EOHS office are responsible for investigating accidents.
Individuals with Supervisory roles, responsibilities and functions with support from the EOHS Office and University Health Centre are responsible for investigating work-related causes of sickness absences.

The Deans of Faculties, Academic Heads and Unit Heads are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The EOHS Manager is responsible for ensuring that the fire risk assessment is undertaken and implemented.

Escape routes are checked by the Supervisor daily.

Fire extinguishers are maintained and checked by the Estate Manager weekly.

Alarms are tested by the Estate Manager weekly.

Emergency evacuation will be tested every year.