



**THE UNIVERSITY OF THE WEST INDIES**  
**Office of the Campus Registrar**  
**MONA CAMPUS**

**ROLE AND FUNCTION OF**  
**THE JOINT HEALTH & SAFETY & ENVIRONMENTAL COMMITTEE**  
**OF THE MONA CAMPUS**

Prepared by the Human Resources Management Division as a Membership Guide

April 2011

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## **Role and Function of the Joint Health and Safety and Environmental Committee**

### **1.0 Introduction**

The Joint Health and Safety and Environmental Committee came into being on October 26, 2005 by F&GPC (Mona) to act on its behalf. The composition and role of the Committee were also approved.

The decision to establish the Committee was accepted on the notion that "safety is everybody's business," which is in keeping with the essence of the proposed new OSH legislation and the approved EOHS policy for the Campus.

F&GPC (Mona) also accepted that the development and administration of EOHS on the Mona Campus – commencing with the composition, size, structure, rules, regulations and functions of the Joint Committee – be grounded in and reflect an image of collaboration and consensus involving all stakeholders, or as much of their representatives as practicable.

The Committee, in May 2011, is now being asked to develop its constitution and to assume its work. Perhaps one of its first deliberations, after constituting itself, could be centered on the development of an administrative structure for EOSH for the Campus.

## **Role and Function of the Joint Health and Safety and Environmental Committee**

### **2.0 Background to the establishment of the Joint Committee**

Based on the provisions of the current OSH Bill, which is expected to be promulgated any time soon, and which may now be voluntarily complied with, the establishment of joint committees in undertakings with more than twenty employees is mandatory.

Here at the Mona Campus, except for some measure of emergency management consultancy over the last several years, not much emphasis was ever placed on the management of health and safety, in spite of the Campus' growing size, complexity, and health and safety issues which continue to mount.

Against these backgrounds, in November 2004, F&GPC (Mona) had received, and conditionally supported, a proposal for a *Procedure on the Reporting and Investigating of Accidents, Incidents, and Occupational Illnesses*. Then in October 2005, F&GPC (Mona) accepted parts of a revised paper for the development and administration of health and safety at the Mona Campus. That paper conveyed: (i) the proposal for the establishment of a joint committee, its composition and role; (ii) a policy statement on EOHS; and (iii) a recommendation that an administrative structure for EOHS for the Mona Campus be finalized and implemented. However, item (iii) was never elaborated on and therefore was not approved.

Copies of EOHS recommendations and corresponding decisions since 2004 are hereto attached as Appendices.

## **Role and Function of the Joint Health and Safety and Environmental Committee**

### **3.0 Role of the Joint Committee**

The role of the Committee, as approved, will be to:

1. Monitor and make recommendations to F&GPC (Mona) on the development, implementation, and maintenance of the EOSH plans and programmes on the Campus;
2. Bring management and members of staff and students together to review and take action on EOSH problems on the Campus;
3. Ensure that staff and students are aware of the agreed safety and health policy;
4. Educate staff and students regarding their responsibilities, stimulate their interest in safety and health, and to establish means of communication so that they can bring to light potential safety and health hazards or make suggestions for appropriate measures;
5. Pool the knowledge and expertise that is available on the Campus.

## **Role and Function of the Joint Health and Safety and Environmental Committee**

### **4.0 Function of the Committee**

Delegated by F&GPC, to:

- Ensure that the Mona Campus has a written policy, codes of practice, standards, and procedures governing environmental and occupational health and safety, and effective arrangements for their implementation;
- Ensure employees are consulted on health and safety and that effective mechanisms to facilitate this are in place;
- Set targets for EOHS, review performance, and approve overall plans for improvement;
- Review the EOHS Policy in order to:
  - ascertain the overall performance of the EOHS management system;
  - evaluate the performance of individual elements of the system;
  - evaluate the findings of audits;
  - evaluate internal and external factors, e.g. changes in organizational structure, pending legislation, and introduction of new technology;
  - evaluate previous action taken to remedy any deficiencies and stages of improvement.

## **Role and Function of the Joint Health and Safety and Environmental Committee**

### **5.0 Membership Structure**

The membership structure of the Joint Committee was approved as follows:

- i. Principal or Nominee - Chair
- ii. Dean, Faculty of Pure and Applied Sciences or Nominee
- iii. Dean, Faculty of Medical sciences or Nominee
- iv. Campus Registrar or Nominee
- v. Campus Bursar or Nominee
- vi. Clinical Director
- vii. Director of Student Services & Development or Nominee
- viii. Estate Manager or Nominee
- ix. Representative, Guild of Students
- x. Representative, UAWU
- xi. Representative, MONATS
- xii. Representative, WIGUT
- xiii. Director, Human Resources Management Division or Nominee
- xiv. Legal Officer
- xv. Co-opted/Ex-officio Member(s)

## **Role and Function of the Joint Health and Safety and Environmental Committee**

### **6.0 Going Forward**

In order to meet current EOSH challenges and move forward, the Joint Committee may want to consider the following order of business:

- i. Its own constitution;
- ii. undergoing a role-familiarization programme;
- iii. deliberating the road map formulated in relation to the future management of health and safety and the working environment at the Mona Campus; and
- iv. developing an implementable plan of action following on whatever consensus may be drawn from (iii) above

**THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS**

**PAPER ON PROCEDURES FOR REPORTING OF AND INVESTIGATING  
ACCIDENTS, INCIDENTS AND OCCUPATIONAL ILLNESSES**

**INTRODUCTION**

The University of the West Indies, Mona Campus is committed to providing a safe and healthy working environment. In accordance with this, it shall be a requirement that all work-related accidents, injuries, illnesses and incidents are immediately reported and investigated speedily. Such reports shall be initiated and prepared by supervisors and managers in the Department and forwarded to the Health and Safety Office in the Human Resources Division when complete.

The reporting and investigating process is critical for dealing with the immediate situations, fulfilling requirements for our insurance and legal obligations, and as an effective means of preventing accidents, injury and related illnesses on the Campus. It is therefore important that careful attention is paid to this procedure.

**PURPOSE**

The purpose of Accident/Incident/Occupational Illness Reporting and Investigation procedures is to:

- Ensure that a consistent approach is taken for accident/incident reporting and investigation across the campus;
- Provide the University with an accurate record of its accident experience, which can be used to determine the most efficient use of resources in accident prevention strategies;

- Determine the underlying causes, including failures in managements systems, so that action can be taken to prevent further accidents. It is not designed to apportion blame on any individual group;
- Fulfil legal, insurance and other requirements, where applicable

## PROCEDURES

These procedures outline the reporting and investigation requirements for accidents, occupational illnesses, and incidents, which result in or have the potential to result in personal injury. The procedures cover employees, students and persons conducting legitimate business on the University of the West Indies premises.

## REPORTING

All accidents and incidents involving UWI staff/students on University property, or which arise out of, or in the course of their University activities, shall be reported immediately to the immediate supervisor/manager. ***The immediate supervisor/manager is responsible for ensuring the correct procedures are followed.***

The importance of reporting minor injury accidents and “near-miss” incidents cannot be overemphasized.

Accidents that occur on University field and placement activities or on University provided transportation must also be reported.

All accidents that have resulted in injury or illness, or incidents that had potential to cause serious injury, illness or property damage regardless of actual outcome must be reported to the Personnel Office.

1. Reportable incidents are those which:
  - result in personal injury (including those requiring first aid, and occupational illness); or
  - have the potential to result in significant personal injury or property damage even though no injury or damage actually occurred;
  - occur to any person conducting legitimate business on university premises; or

- occur to a University employee/student during the course of their University work either on or off University premises

In the case of Personal injury to staff, students or persons conducting legitimate business on University premises, the Supervisor/Manager will ensure that the Immediate Accident/Incident Report Form be completed and accompany the injured Person to the University Health Centre, or approved medical facility if off the premises. **A copy of this form is attached as Appendix A.**

The University Health Centre will ensure that the forms are returned to the Personnel Office.

In the case of property damage, the Immediate Accident Report must be filled out by the Supervisory/Manager and forwarded to the Personnel Office.

The Personnel Office will ensure that the completed copies are distributed to the relevant offices and that investigations are carried out promptly.

2. Immediate Accident/Incident Report Forms will be available in Faculty/Department/Unit/Section Offices, the Personnel Office, Halls of Residence and the University Health Centre.
3. Accidents to staff or students occurring while engaged in University activities outside of Campus must be immediately reported to the department/office/resident to which the person is assigned. The department must then notify the Personnel Office within 24 hours. Where a student is involved, the Office of Student Services must also be notified within that period.
4. In the case of personal injury or property damage, the Personnel office will, if necessary, complete an insurance claim form and forward to the Insurance claim form and forward to the Insurance Company through the Insurance Section of the Bursary.

In accidents involving University-owned vehicles, the Department will determine the accidents to be reported to the Insurance Company based on the value of the estimate of repairs to be done to the vehicle. If a claim is to be made on the Insurance Company, a claim form will be completed and signed by the driver of the vehicle and the Department Head, and submitted to the Insurance Section of the Bursary along with a copy of the driver's licence.

**Serious/Critical Injury or Death**

A critical injury is defined as an injury of a serious nature which may result in one or more of the following:

- unconsciousness (or an altered state of consciousness)
- substantial loss of blood
- fracture of a leg or arm
- amputation of a leg, hand or foot
- burns to a major portion of the body, or
- loss of sight in eye
- death

In addition to the reporting requirements outlined above, **Supervisors are therefore responsible for ensuring that the following steps are taken:**

- immediate medical attention is obtained
- the Police are notified, where necessary
- the Personnel Office is notified
- the site of the accident remains undisturbed until advised otherwise
- an investigation is initiated, written statements are collected and a written report is prepared on the circumstances of the accident.

**The Personnel Office will:**

- arrange photographs where required
- notify University Management through the Campus Registrar
- notify the Office of Student Services in the case of students
- notify the Legal Officer
- notify the Health and Safety Committee
- notify the Union (if any) representing the injured person
- notify the Insurance section of the Bursary
- notify the next of kin

## **ACCIDENT INVESTIGATION**

### **Background**

Accident and incidents must be investigated. Investigation must be thorough with detail to enable an accurate assessment of the circumstances to ensure action taken is correct. The level of investigation and who gets involved will depend on the potential outcome of events. Additionally, all reported hazards need to be investigated.

The Accident/Incident Investigation Form will be used for recording purposes. However, if space is inadequate an attachment should be used.

### **Investigation Procedure**

Accident/incident/hazard investigations should commence immediately and be completed within 24 hours. In exceptional circumstances, 48 hours is acceptable. A statement from the injured person may be collected at a date if necessary.

The steps in an investigation are as follows:

- 1. Determine the investigation team.**

The composition of this team depends on the potential for losses to be incurred through injury, illness, property damage, disruption of research or teaching activities, destruction of valuable research material etc. Where a student is involved, a Student Services Manager must be included. Following are some guidelines:

- Little or no potential loss**

Team should include immediate supervisor and person(s) involved. The area Health and Safety representative involvement is optional but they must receive a copy of the report.

- Potential loss of one to five days due to injury or illness and/or reasonable other costs potentially incurred.**

Team should comprise immediate supervisor and Health and Safety representative.

- **Potential loss of more than five days due to injury or illness and/or significant other costs potentially incurred.**  
Team must comprise immediate supervisor, area Health and Safety representative and representative from the Personnel Office.
- 2. **Attend the scene of the accident or incident and secure the location until the investigation is completed.**
- 3. **Interview the person(s) involved, witnesses and all other relevant personnel (eg. Suppliers of equipment, substances etc.). Collect prepared statements where necessary from injured persons, witnesses etc.**
- 4. **Collect evidence (eg. Samples of chemical spill, broken equipment etc.)**
- 5. **Review documentation including relevant policies, work procedures, relevant reports, etc. Where appropriate a diagram of the accident scene including measurements of distances and dimensions and request photographs.**
- 6. **List of other relevant factors such as weather conditions, lighting, ventilation, noise, machine condition and adequacy, work scheduling, time frames etc.**

**NB:** *The principles for investigating situations that have the potential to cause occupational health issues are the same for safety issues. In particular, Investigations involving issues of mental health must review work Practices and methods, management systems, work scheduling, job design, reporting/supervisory structures etc.*

#### **The investigation team must**

- Summarise the information gathered and proposed action using the Accident/Incident Investigation Form and provide copies to the Chairman of the Campus Environmental Health and Safety Committee and the designated workplace Health and Safety representative. The form must be signed by the Department Head/Manager and forwarded to the Personnel Officer.

- Ensure that the proposed action is implemented to prevent further accidents. If the solution is beyond the authority or resources of the supervisor, they must make the Department Head/Manager aware of the problem.
- Put interim procedures in place to ensure that hazards identified in the investigation process not to be allowed to remain without attention while proposed action is pending.

**The Department Head/Manager will**

- Review the Accident/Incident Report and Accident Investigation forms and ensure appropriate action has been taken.

**The Personnel Office will**

- Review the Accident/Incident Report and Accident Investigation Forms and follow-through with the Department to ensure appropriate action has been taken.
- Ensure that all administrative and other required documentation is in place.

**The Campus Environmental Health & Safety Committee will**

- Review the data from Immediate Accident/Incident Report and Accident Investigation forms, monitor trends and make recommendations to the Head/Manager and Finance and General Purposes Committee on appropriate preventative strategies and priorities in Health and Safety.

This procedure shall be administered by the Personnel Office and will be reviewed annually in conjunction with the Campus Environmental Health and Safety Committee and revised accordingly.

**REFERENCE NUMBER:**

**AUTHORISED BY:**

**DATE OF APPROVAL:**

**OFFICER RESPONSIBLE:**

An Extract of the Minutes of Meeting of Finance & General Purposes Committee,  
Mona, held Monday, November 22, 2004 at 2:30pm in the Council Room

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167. F&GPC, Mona, received FGP(M)P.76, a proposal for a procedure for reporting and investigating accidents, incidents and occupational illnesses and heard from the Campus Registrar who presented the paper.

168. The Committee considered the proposal and noted the importance of a procedure for reporting and investigating accidents etc. as this was in keeping with the UWI's commitment to provide a safe and healthy environment for staff and students.

169. In the discussion, it was suggested that the document should indicate what feedback injured persons should expect and from whom. It was also recommended that the national health regulations should be taken into consideration in determining the policy.

170. The Chairman expressed concern that the procedures seemed to impose onerous responsibilities on supervisors. He suggested that there were agencies on the campus which could be required to take care of some of the functional aspects of implementing the policy.

171. F&GPC, Mona, supported in principle the proposal subject to the document being revised to identify officers/agencies with relevant skills to carry out different aspects of the procedure. It was also agreed that the document should be in conformity with proposed national occupational health and safety legislation.

End of Extract



# The University of the West Indies

Human Resources Management Division

FGP(M)P.98

**A Revised Paper**

**for the development and administration of**

**Environmental and Occupational Health & Safety**

**at**

**UWI, Mona Campus**

Prepared as a recommendation for the approval of F&GPC, Mona

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## **B a c k g r o u n d**

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The following provides an overview of the background to this paper:

- F&GPC, Mona, at its meeting of November 22, 2004 had considered and conditionally supported a proposal ([FGP\(M\)P.76](#)) by Campus Registrar for a Procedure on the *Reporting and Investigating of Accidents, Incidents and Occupational Illnesses*;
- At its Meeting of November 22, 2004 F&GPC, Mona had taken note of the importance of a procedure for reporting and investigating accidents etc., and had recognized it as being in keeping with the UWI's commitment to provide a safe and healthy environment for staff and students;
- At its Meeting of September 28, 2005 F&GPC, Mona had accepted a deferment of the follow-up paper ([FGP\(M\)P.98](#)) on the *Reporting and Investigating of Accidents, Incidents and Occupational Illnesses* until pending responses to the revised paper were received. Notwithstanding, the Committee had approved the use of the *Accident/Incident Reporting forms* which had been developed and were presented.

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## Introduction

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In its support of a procedure for reporting and investigating of accidents, incidents and occupational illnesses, F&GPC, Mona had suggested that the proposal should:

- i. Be in conformity with proposed national occupational health and safety legislation;
- ii. Not impose onerous responsibility on supervisors;
- iii. Be revised to identify officers/agencies with relevant skills to carry out different aspects of the procedure; and
- iv. Indicate what feedback injured persons should expect and from whom.

After drawing largely on the provisions of the impending *Occupational Safety and Health Act, 2004*, and having considered inputs from parties of interest within the campus community, this revised paper is being presented taking into regard the reservations referred to above. This paper offers a policy framework for the implementation of the aforementioned procedure and other necessary environmental and occupational health & safety (EOHS) programmes for the Mona Campus.

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## Overview

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The major issues relating to health & safety at the Mona Campus are summarized as follows:

- The new *Occupational Safety and Health Act* will impose administrative obligations that were previously not mandatory;
- No approved EOHS policy;
- No joint decision-making body with executive authority exists within the administration of the campus for making determinations on matters of EOHS. This is one of the essential requirements under the new *Occupational Safety and Health Act*.
- No comprehensive, institutionalized and on-going programmes for addressing employees' and students' health and safety;
- The provision for EOHS in the new structure of the Human Resources Division has not been fully implemented and resource-fitted.

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## **I m p e r a t i v e s**

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The following major imperatives are evident:

- The development of a comprehensive and integrated policy, and an administrative and operational framework to meet compliance obligations that would be required by the new and more stringent legislation which will include a necessity for the establishment of joint health & safety committee;
- The development and implementation of a comprehensive set of EOHS programmes, which are necessary to meet the need for improved quality and performance on the Mona Campus.
- The integration of EOHS in the overall management strategy in order to derive benefits such as improved staff morale and cost-effectiveness.

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## Opportunities

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The opportunities that are available through effective management of EOHS on the Mona Campus are identified as follows:

- A legislative-compliant and campus-friendly EOHS policy for the Mona Campus community has been drafted, and work has begun on the development of a Procedures Manual;
- Recent restructuring of the HRM function to incorporate the administration of EOHS;
- Potential for health and safety synergies through partnership with providers of specialist services such as Safety and Emergency Management, Counseling, Safety & Health Training, Medical Surveillance, Environmental Surveillance, Environmental, Safety & Health Consultancy, etc., at local, regional and international levels;
- Capability for supporting effective and safer EOHS management decisions through data capture and reporting utilizing the Health and Safety module (Monitoring Workplace) of the HRIS;
- Stronger acceptance now, in light of Campus Strategic Transformation, of the contribution that the effective management of EOHS can make towards organizational success.

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## **R e c o m m e n d a t i o n s**

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In view of the aforementioned, the following constitutes the recommendations to F&GPC, Mona, for its consideration:

1. That a policy is adopted for EOHS and that a corresponding manual be developed for the Mona Campus. (A draft of such policy is hereto being forwarded for F&GPC's, Mona, consideration);
2. That an EOHS Committee be established on the Mona Campus, and if considered, that this body be constituted to reflect the principle of joint responsibility as would be required by the impending safety and health legislation. (A suggested structure along the lines being recommended in the legislation and in keeping with the peculiarities of this campus, is hereto being forwarded to F&GPC, Mona, for its consideration);
3. That the administrative structure for EOHS for the Mona Campus be finalized and implemented.
4. That if (1), (2) and (3) above are supported, the EOHS Committee be constituted to oversee the finalization and promulgation of the policy, and the development and implementation of a comprehensive EOHS plan, along with the required programmes for the Campus.

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## **C o n c l u s i o n**

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The implementation of these EOHS recommendations, if approved by F&GPC, Mona, would be monitored by a joint sub-committee of this body, and administered through the Human Resources Management Division in conjoint with other specialized service providers on and off campus. This approach would, in addition to satisfying legal requirements, contribute the following benefits:

- Establish a framework for internal consistency, accountability and decision-making for EOHS;
- Reduce costs by identifying and addressing inefficiencies and waste relating to procurement decisions, human application, the make-up of jobs, processes and organizational orientation, which arise when effective health and safety habits and practices are not in place.



# The University of the West Indies

Human Resources Management Division

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ADDENDUM TO RECOMMENDATIONS (1) AND (2) IN

**THE REVISED PAPER FOR THE DEVELOPMENT AND ADMINISTRATION OF  
ENVIRONMENTAL AND OCCUPATIONAL HEALTH & SAFETY AT UWI, MONA,**

*cited as*

**FGP(M)P.98**

Prepared as a recommendation for the approval of F&GPC, Mona

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**ADDENDUM TO RECOMMENDATION (2) OF FGP(M)P.98****PROPOSED STRUCTURE FOR UWI, MONA JOINT ENVIRONMENTAL AND  
OCCUPATIONAL HEALTH & SAFETY COMMITTEE****General Concept**

Following on the notion that “safety is everybody’s business,” which is in keeping with the essence both of the impending occupational safety & health legislation and the draft of the EOHS policy for the campus, it is being proposed that the development and administration of EOHS on the Mona Campus – commencing with the composition, size, structure, rules, regulations and functions of the Joint Committee - be grounded in and reflect an image of collaboration and consensus involving all the stakeholders or as much of their representatives as practicable.

**Proposed Guiding Principles for the Joint EOHS Committee**

Consistent with the foregoing, the following is being proposed as a possible composition for the setting-up of the Joint EOHS Committee for the Mona Campus:

1. The Joint Committee, as a sub-committee of F&GPC, Mona, should:
  - include representatives of management and staff;
  - include representatives from a representative cross section of the operational Units and the Guild of Students;
2. Invited specialists

**APPENDIX IV**

The following composition for the Joint Committee is hereby being proposed:

- i. Campus Principal or Nominee – Chair
- ii. Dean Faculty Of Pure and Applied Sciences or Nominee
- iii. Dean, Faculty of Medical Sciences or Nominee
- iv. Campus Registrar or Nominee
- v. Campus Bursar or Nominee
- vi. Clinical Director
- vii. Director of Student Services or Nominee
- viii. Estate Manager or Nominee
- ix. Representative, Guild of Students
- x. Representative, UAWU
- xi. Representative MONATS
- xii. Representative, WIGUT
- xiii. Director of Human Resources or Nominee
- xiv. Safety and Emergency Management Consultant
- xv. Legal Officer

**The role of the Joint EOHS Committee will be:**

1. To monitor and make recommendations to F&GPC on the development, implementation, and maintenance of the EOHS plans and programmes on the campus.
2. To bring management and members of staff and students together to review and take action on EOHS problems on the campus;
3. To ensure that staff and students are aware of the agreed safety and health policy;
4. To educate staff and students;
5. To stimulate their interests in safety and health and, at the same time;
6. To establish a means of communication so that staff and students can bring to light potential safety and health hazards or make suggestions for appropriate measures;
7. To pool the knowledge and expertise that is available on the campus.

**F&GPC, MONA DECISION ON EOHS AT MONA CAMPUS**

**THE FOLLOWING IS AN EXTRACT FROM F&GPC, MONA, MINUTES OF MEETING HELD ON OCTOBER 26, 2005 (Page 14 of 21):**

**Finance and General Purposes Committee, Mona:**

120. **Received** [FGP\(M\)P.98](#) containing a revised paper for the development and administration of Environmental and Occupational Health and Safety (EOHS) at UWI, Mona.

121. **Noted** that the proposal, which had been revised, was being submitted for approval.

122. **Approved**, as proposed in FGP(M)P.98:

- (i) the policy statement on EOHS,
- (ii) the establishment of a joint EOHS Committee,
- (iii) the composition and role of the Committee.

End of Extract