1. Purpose

To affirm the commitment of the University of the South Pacific to the planned management of the incidents and emergencies within the scope of the policy.

To commit resources to the management of such incidents and emergencies.

2. Scope

The following policy applies to incidents and emergencies related to any employee, contractor, student or visitor of the University:

- whilst present in any premises or facility owned, occupied or managed by the University; or
- in the course of, or as a result of, any occupational, educational, commercial, or University-endorsed activity, whatever its location.

3. Definitions

*Incident*: means any unplanned event taking place on University grounds or somehow related to University-endorsed activities that causes (or has the potential to cause) an injury or illness and/or damage to equipment, buildings, plant or the natural environment. Incidents range from near-miss incidents to serious incidents and emergencies.

*Emergency*: means any sudden danger that requires immediate action to prevent severe injury, illness, damage, loss or distress. Examples include:
• uncontrolled fires;
• life-threatening injuries and illnesses, and the threat of such injuries and illnesses;
• accidental spillages or releases of dangerous goods.

"Supervisor" and "Manager": in this policy, these terms cover any employee of the University to whom other employees formally report. They include Heads of Schools and Heads of Sections.

4. Policy Statement

The University of The South Pacific has determined that the proper management of incidents, injuries, illnesses and emergencies forms an essential element of its health and safety responsibilities.

The University will:

• develop, publish, and maintain procedures for:
  o the appropriate treatment of injuries and illnesses;
  o the prompt reporting and investigation of incidents, injuries and illnesses;
  o the implementation of corrective actions following incidents;
  o the management of foreseeable emergencies;
• inform the University community of the existence and outlines of the procedures;
• develop and conduct training sessions for Supervisors, Managers, Health and Safety Representatives, Emergency Control Personnel, and First-Aiders;
• allocate resources for the implementation of incident, injury and emergency management measures;
• monitor the implementation of the policy and related procedures; and
• assign responsibilities in relation to the implementation of this policy and related procedures.

5. Responsibility

The Vice-Chancellor of the University is ultimately responsible for the policy, and is accountable for the performance of the University in relation to this policy. The Vice-Chancellor will ensure specific budget allocations are made for the implementation of appropriate incident and emergency management measures.

All employees, contractors, students, and visitors will comply with the relevant requirements of this policy and related procedures.

The Human Resources Department will:

• develop, publish and maintain University-wide procedures for the implementation of this policy;
• develop and conduct training sessions for Supervisors, Managers, Health and Safety Representatives, Emergency Control Personnel, and First-Aiders; and
• advise Supervisors and Managers in implementing the policy and related procedures.
Supervisors and Managers will:

- attend training sessions organised in relation to this policy and related procedures;
- nominate, in consultation with employees, the First-Aiders and Emergency Control Personnel required in their area under procedures related to this policy;
- develop the systems required for the training in the policy and related procedures of employees (including new staff), contractors, students, and visitors under their control; and
- comply with the policy and related procedures. (This requirement may include developing and implementing departmental procedures adapting University-wide documents for local conditions.)

Health and Safety Representatives will:

- attend training sessions organised in relation to this policy and related procedures; and
- assist local Supervisors and Managers in implementing the policy and related procedures in the area and for the work group they represent.

First-Aiders and Emergency Control Personnel will attend training sessions organised in relation to this policy and related procedures.

The University Health and Safety Policy Committee will monitor the implementation of this policy and related procedures.

6. Policy Base

*Occupational Health and Safety Policy*

7. Associated Documents

Occupational Health and Safety Procedure – *First Aid Services*

Occupational Health and Safety Procedure – *Incident Management*

Occupational Health and Safety Procedure – *Emergency Management*

Occupational Health and Safety Procedure – *Incident Reporting*

Occupational Health and Safety Guidelines – *Incident Investigation*