1. Purpose

To ensure compliance with University policies and regulatory requirements relating to the reporting, investigation and correction of incidents.

To collect accurate data for incident and injury prevention.

2. Scope

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

- whilst present in any building or facility or on any ground 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 within the scope of this procedure 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.

"Serious Incident": means an incident which results in-

- the death of any person; or
• a person requiring medical treatment within 48 hours of being exposed to a substance; or
• a person requiring immediate hospital treatment as an in-patient in a hospital; or
• a person requiring immediate medical treatment for:
  o amputation;
  o serious head injury;
  o serious eye injury;
  o separation of skin from underlying tissue (for example de-gloving or scalping);
  o electric shock;
  o spinal injury;
  o loss of bodily function; or
  o serious laceration.

It also includes dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity. Such dangerous occurrences include:

• collapse, overturning, failure or malfunction of, or damage to, items of plant such as cranes, scaffolds, boilers etc;
• collapse or failure of an excavation or the shoring support of an excavation;
• collapse of a building or structure;
• implosion, explosion or fire;
• escape, spillage or leakage of substances.

"Injury or illness": covers any injury or illness incurred by any person whilst present on grounds of the University of the South Pacific, and any illness which is thought to be in some way related to the University. It includes the recurrence or aggravation of any pre-existing injury or illness.

"Very Minor Injury or Illness": means an injury or illness that only causes discomfort or short-term pain, has no lasting effect, has no foreseeable potential to worsen, and was caused by trivial and isolated causes. Typical examples include paper cuts, small bumps and bruises, minor scratches, temporary headaches or indispositions, etc.

"University Contact": means any employee of the University of the South Pacific who organises or supervises the presence of contractors or visitors on University grounds.

4. Actions

Employees, students, contractors and visitors must report all incidents (as defined) as soon as possible:

• employees must report incidents to their Supervisor/Manager and Health and Safety Representative;
• contractors and visitors must report them to their University Contact; and
• students must report them to one of their Lecturers, Teachers, Tutors, etc.

Supervisors, Managers, University Contacts, and Lecturers (Teachers, Tutors, etc) to whom an incident has been reported must:
4.1 Serious Incidents

- During business hours, immediately contact the 
- after hours or if nobody within the Health and Safety Unit; every effort should be made to contact the Chief Security before contacting the Ministry of Labour-OHS Department
- send a completed Injury Report to the Health and Safety Unit within 24 hours of the incident.

4.2 All Injuries and Illnesses other than Very Minor

- Ensure that the injured person has been cared for in accordance with the Occupational Health and Safety Procedure – Incident Management;
- advise a member of the Health and Safety Unit within one working day preferably by faxing Part 1 of the Injury Report to 3231544 (or by phone or email) of the basic details of the incident; and
- ensure that an Injury Report is completed, signed and forwarded to the Health and Safety Unit within five working days of the initial report. (Note: the original, hard-copy report must be sent with all required signatures. Unsigned documents, incomplete documents, copies and emailed attachments are not acceptable.)

Note 2: The sequence for completing Injury Report forms is as follows:
1. Initial verbal report by injured person to Supervisor/Manager etc.
2. Supervisor/Manager ensures that part 1 of form is completed, preferably by injured person. If injured/ill person is an employee of the University of the South Pacific, Supervisor/Manager supplies a copy of Part 1 to OHS team within 1 working day of initial verbal report.
3. Supervisor/Manager investigates circumstances and contributing factors of injury, and recommends corrective actions in part 2 of form.
4. Head of School or Director of Directorate and Health and Safety Representative review parts 1 and 2 of form and amend or endorse proposed corrective actions. Sign, file copy, forward form to OHS team within 5 working days of the initial verbal report.
5. Risk, Health and Safety Department sign part 3 of form for employees and serious injuries to students. Send copy to injured person.

4.3 Very Minor Injuries or Illnesses

- Organise prompt first-aid treatment (if available).

4.3 Near-Miss Incidents with Potential to be Serious

- Complete a Hazard Near Miss Report within 2 working days of the initial report.

5. Responsibility

All employees, students, contractors and visitors are responsible for the initial report of incidents.
Supervisors, Managers, University Contacts and Lecturers (Teachers, Tutors, etc) are responsible for:

- informing their staff, students, contractors and visitors of the need to report incidents promptly;
- ensuring that Injury Report forms are easily accessible to all their staff; and
- complying with this procedure for incidents reported to them.

Heads of Schools and Directors of Sections are responsible for reviewing the investigations and corrective actions conducted by their Supervisors and Managers.

The Health and Safety Coordinator is responsible for:

- maintaining and updating this procedure as required;
- publicizing the existence of this procedure to the University community;
- developing and delivering the training required by Supervisors, Managers and University Contacts to fulfil the role assigned to them in this procedure;
- assisting Supervisors and Managers in complying with this procedure;
- maintaining the University’s Register of Injuries as required under Workers Compensation legislation;
- assisting in the investigation of serious incidents; and
- maintaining the records required by legislation in relation to serious incidents.

6. Policy Base

Occupational Health and Safety Policy – *Incident and Emergency Management*

7. Associated Documents

Occupational Health and Safety Procedure – *Incident Management*

8. Forms/Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard/Near Miss report</td>
<td>Health &amp; Safety Unit</td>
<td>Health &amp; Safety Coordinator</td>
<td>15 years from date of incident</td>
</tr>
<tr>
<td>Injury Report</td>
<td>Health &amp; Safety Unit</td>
<td>Health &amp; Safety Coordinator</td>
<td>20 years from date of incident</td>
</tr>
</tbody>
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