

<b>POLICY SIGN-OFF</b>	
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<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Editor</b>

## Purpose

This policy has been created to ensure compliance with the Occupational Safety and Health Act which requires reporting and investigation of accidents/incidents in the workplace. The purpose of this policy is to manage and mitigate risks through the efficient collection of data from reporting and investigations. This policy also provides the pathway for accident/incident trend analysis in order to design sufficient control measures.

## Definitions

### Types of Accidents and Incidents to Report

- Incident with injury: any accidents connected with work which has resulted in an injury to an employee, student, someone working on the University's premises or a member of the public.
- Non-injury incident: near miss, property damage, asbestos, maintenance failure, environmental, road traffic accident, flood.
- Report of illness: Any illnesses such as fainting/dizziness, seizure, chest pains, panic attack, stomach-ache, mental health, nausea/vomiting, unconsciousness, pregnancy related, asthma related, allergic reaction, alcohol or drug abuse, work related, other.
- Unacceptable behaviour: any incident that results in unacceptable behaviour, including a person feeling unsafe due to threats or actual physical and/or verbal abuse and/or assault.
- Security incident: incidents such as theft, loss, trespass, intruder alarm, panic alarm, unauthorised access, drug dealing, other.
- Fire and/or Alarm Activation: any fire related incidents.
- Safety Concern: any incident where there are concerns for an individual's wellbeing, for example this would include reported assaults/abuse, emotional distress, concerns for an individual's safety or incidents which raise concern about their welfare.

### Note:

- Building maintenance fault reporting such as damaged flooring, blown light bulbs, leaking roofs, should also be made to the Facilities Maintenance Department according to the approved process.
- Security concerns such as theft, unsafe areas, threats etc should also be reported to Security Department according to the established process.

## Responsibilities

### ➤ Injured/Affected persons

- Initiate ‘Stop Work’ in cases of imminent danger and/or emergencies.
- Ensure that the incident is immediately reported verbally to their respective supervisor.
- Seek first aid or medical attention through the supervisor.
- Ensure that the incident/accident is reported to the Vice Chancellor & OHAS through the completion and submission of the accident incident form found on the university’s website.

Note: If the injured/affected person is unable to perform the functions above, the closest person at the scene of the incident and supervisor are given the responsibility.

### ➤ Supervisors/HOD/Authorised Personnel

- Initiate ‘Stop Work’ in cases of imminent danger and/or emergencies.
- Organise medical attention for the injured/affected person.
- Ensure the accident/incident has been reported verbally to the Vice Chancellor & OHAS and any other relevant Department such as Security as soon as possible. Also, ensure that the incident is reported via completion of the incident/accident form within 24 hours of the event.

### ➤ Manager/Dean/Authorised Personnel

- Work along with the OOHAS Unit to arrange and execute any investigations if necessary.
- Review and share lessons learnt issued by the OHAS Unit with staff members.
- Collaborate when necessary with OHAS to implement any corrective actions that may be deemed fit to prevent and/or correct the incident or situation.

### ➤ Office of Occupational Health and Safety Unit

- Record and maintain a tracker of all incident reports, corrective actions and the implementation.
- Report any incident/accident to the relevant external authorities such as the Ministry of Labour, Environmental Protection Agency etc as is required by law or regulation of license or permit.
- Review the incident/accident report to determine the need for investigation, mitigation measures and corrective actions.
- Work along with any Department Head or Dean to establish an investigative team for any incident that requires an investigation.

- Prepare a concise document of lessons learnt from any accident/incident and share same with relevant Department Heads and/or Supervisors.
- Guide and follow to completion the corrective actions that would have been recommended for prevention and/or correction of the root cause(s) of the incident/accident.
- Submit a completed accident/incident report to the Vice Chancellor, Deputy Vice Chancellors and any other relevant parties.

➤ Human Resources Department

- Coordinate any reassignment of work for any personnel that may have been displaced due to an accident or incident.
- Organise with personnel for any special leave due to any injury or illness sustained.

## Procedure

Staff, students, visitors, and contractors should use the online accident/incident reporting form (*insert link here*) to report any kind of accident or incident that occurs on university premises or whilst on university business off campus (for example field trips, meetings or training courses) within 24hrs of said accident/incident.

1. The Vice Chancellor, the OOHAS Unit and Medical Centre must be notified **immediately** of the following:
  - a. Accidents which result in a university employee, student or visitor dying, suffering an injury, or being away from campus or unable to do their normal duties.
  - b. A university employee reporting a specified work-related or infectious disease/illness.
  - c. A serious incident, such as an explosion, collapse, unplanned major electrical event – these do not necessarily result in injury but have the potential to do significant harm.
  - d. A major fire
  - e. Sounding of the Fire alarms or use of the extinguishers
  - f. Oil/fuel spill
2. The accident/incident reporting form can be accessed from the Office of Occupational Health and Safety Unit's (OOHAS) section of the University of Guyana's website.
3. Accident/incident reports should be completed by the person involved in the accident/incident but may be completed by someone else on their behalf for example if they are injured or unwell. A report may also be completed by Security, relevant Faculty first aiders or a witness wishing to record their input to an accident/incident that may not otherwise be reported by the person involved.
4. The person completing the accident/incident report may also wish to report some incidents (particularly theft of personal property or physical/verbal abuse) directly to the Police. In such instances it is important to obtain and record the Report Reference Number or other Police reference number to be noted on the accident/incident form.

5. Once the accident/incident report has been submitted it will be routed automatically to the OOHAS Unit, who will send a copy to the appropriate department for review and/or investigation for example Faculty heads, Security etc.
6. The Director/ Head of Department (HOD) of the relevant department involved shall assign and communicate to OOHAS, an appropriate point person to assist with an investigation of the incident/accident.
7. The point person in collaboration with an Occupational Safety and Health (OSH) Officer from OOHAS, should form an investigative team with other relevant personnel (if necessary). These persons may be consulted to examine, take or arrange remedial actions and make recommendations as appropriate and as far as they are able to do so. Where necessary, actions should be assigned to appropriate persons. This could be within the same Faculty/Unit or to another depending on the type of remedial actions necessary.
8. Photographs and statements can be attached as necessary to include all relevant information.
9. Once the investigation is complete the investigative report should be completed by the Occupational Health and Safety Officer. It must then be sent to the appropriate Director or HOD for comment/endorsement of the report but more specifically to note the corrective actions/recommendations.
10. The Director or HOD should review the investigative report and if there are inquiries the investigative report is reallocated electronically (email) to the OHAS Officer for an appropriate response.
11. Once the Director or HOD has reviewed the investigative report, they should endorse it via signature (bottom of the report form) and return the document to the Occupational Health and Safety Officer assigned to the accident/incident.
12. OHAS personnel would perform a final review and submit the final report to the Director of OHAS to sign off and close the report.
13. Where appropriate, the OHAS Officer would provide feedback to the individual(s) concerned and sensitise personnel of the lessons learnt from the accident/incident. As well as record the corrective actions in the OHAS Corrective Action Status Log for action and subsequent completion.
14. Once the report is closed, a copy of the report would be provided to the University's Human Resources Department to handle any claims, where applicable. A copy will also be shared with the Vice Chancellor, Deputy Vice Chancellors and any other necessary personnel. The findings, lessons learnt, and corrective actions would be shared at the Joint Workplace Safety and Health Committee.

## Points to note

15. The OOHAS Unit, Security, Facilities Management and Medical Departments will work closely together for any accidents/incidents that may arise as many reports may involve one or more of these departments. The departments will liaise to collate information provided in the accident/incident reports and produce statistics for the Vice Chancellor and the University's Joint Workplace Safety and Health Committee.
16. Personal information is kept confidential and will only be used by the University in relation to reporting and investigating accidents and incidents. The identities of individuals will not be included in any collated committee reports.
17. Recommendations and corrective actions arising from investigative reports will be recorded and tracked on the OOHAS Corrective Action Status Log to ensure closeout of the issue(s) that may have contributed to incident/accident.

## References

The University of West Indies. (2014, March). *Incident reporting policy*.

Retrieved from The University of West Indies: <https://sta.uwi.edu/ohse/documents/COHSE-12-11TheUWIIIncidentReportingPolicy.pdf>

University of Greenwich. (2020, Nov). *Accidents/incidents reporting procedure*.

Retrieved from University of Greenwich:

[https://docs.gre.ac.uk/\\_\\_data/assets/pdf\\_file/0011/131141/accident-incident-reporting-procedure-v-22.pdf](https://docs.gre.ac.uk/__data/assets/pdf_file/0011/131141/accident-incident-reporting-procedure-v-22.pdf)

## ACCIDENT/INCIDENT REPORTING FORM

Useful definitions:

Incident- defined as an unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.

Accident- defined as an unplanned event that results in personal injury and may also result in property damage.

Near miss- an incident in which no injury was sustained, and no property was damaged but, given a slight shift in time or position, injury or damage could have occurred.

Unsafe condition- hazardous physical condition or circumstance which could directly permit the occurrence of an incident/accident.

Unsafe Acts- performance of a task or other activity that is conducted in a manner that may threaten the health/safety of oneself or others.



# Office of Occupational Health and Safety

Office of the Vice-Chancellor

University of Guyana

[oohas@uog.edu.gy](mailto:oohas@uog.edu.gy) | [www.uog.edu.gy](http://www.uog.edu.gy)

Student     Staff     Visitor     Contracted personnel

## LOCATION & CONTACT DETAILS

Name: Click or tap here to enter text.

Student/ Staff number: Click or tap here to enter text.

Designation: Click or tap here to enter text.

Faculty: Click or tap here to enter text.

Contact number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Location of incident:     Turkeyen     Berbice     Other    Click or tap here to enter text. Specify

Date of Incident: Click or tap here to enter text.

Time of Incident: Click or tap here to enter text.

Date the incident was reported: Click or tap here to enter text.

## NOTIFICATION AND IMMEDIATE RESPONSE

Who was notified as part of the incident response? Kindly provide details.

First Aider, name(s) Click or tap here to enter text.    First Aid provided?    Yes    No

Police (911)     Ambulance (913)     Fire Service (912)

Campus Security, name(s) Click or tap here to enter text.

OOHAS, Name(s) Click or tap here to enter text.

Hospital, name Click or tap here to enter text.

Other, please specify (Name& Designation) Click or tap here to enter text.

Which of the following occurred?

Injury sustained     Unsafe Condition     Near miss     Property Damage     Spill

Who transported personnel to hospital: Click or tap here to enter text.



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## INCIDENT/ISSUE DESCRIPTION

Describe what happened (please provide as much detail as possible including the activity that was being conducted at the time of the incident)



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## RECOMMENDATIONS (IF ANY)

### **FOR OFFICIAL USE BY OOHAS DEPT (DO NOT FILL)**

Date report was received: Click or tap here to enter text.

Received by: Click or tap here to enter text.

Report submitted by: Click or tap here to enter text.

Evidence submitted:  photo(s)  video(s)  email(s)  other \_\_\_\_\_



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## INVESTIGATIVE REPORT

### ACCIDENT/INCIDENT INFORMATION

Incident Category: \_\_\_\_\_

Date of submitted report: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Designation: \_\_\_\_\_

Staff/Student number: \_\_\_\_\_

Evidence submitted:  photo(s)  video(s)  email(s)  other \_\_\_\_\_

Report received by: \_\_\_\_\_

Incident Background (who, when, where & how):



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## INVESTIGATIVE PLAN

Investigator(s):

Date:

Scope of investigation:

Interviewed personnel:

Name: Conducted by: Location of interview: Date of interview:	Name: Conducted by: Location of interview: Date of interview:
Name: Conducted by: Location of interview: Date of interview:	Name: Conducted by: Location of interview: Date of interview:

## INVESTIGATIVE FINDINGS



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## CORRECTIVE/PREVENTATIVE MEASURES

## ATTACHMENT(S)



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## REVIEW AND APPROVAL

OHAS OFFICER NAME:

OHAS OFFICER SIGNATURE:

HOD/DEAN/DIRECTOR NAME:

SIGNATURE:

OHAS DIRECTOR NAME:

SIGNATURE:

(watermark report as closed once confirmed)