DR. HILLA LIMANN TECHNICAL UNIVERSITY, WA

HEALTH AND SAFETY POLICY

FOR THE OPERATIONALISATION OF THE UNIVERSITY

MAY, 2023

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1.0 INTRODUCTION

Dr. Hilla Limann Technical University (DHLTU) recognizes that sustainable quality teaching and learning, research as well as community service can be achieved through people. The International Labour Organization (ILO), 1995 notes that occupational health and safety can be related to the promotion and maintenance of the highest physical, mental and social well-being of personnel in the discharge of their duties and responsibilities. The University thus committed to ensuring the health and safety of its staff, students and other persons who may be affected by our acts of omissions as enshrined in our Strategic Plan (2022-2027).

1.1 GENERAL IMPORTANCE OF HEALTH AND SAFETY MANAGEMENT

A healthy work environment portrays safety in every human setting. The concept of health to organizational development cannot be overemphasized. The World Health Organisation (WHO) in 1948 defined health as a "state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity". In 1986, WHO simplified the definition stating that health is "a resource for everyday life, not the objective of living". WHO (1986), further states that, "health is a positive concept emphasizing social and personal resources, as well as physical capacities". This suggests that health is a resource to support an individual's performance in the wider work environment. At DHLTU, we believe that a healthy lifestyle provides the means to lead the human resource to achieve the vision and mission of the institution.

1.2 THE NEED FOR HEALTH AND SAFETY POLICY

There is a general recognition that physical fitness is the key to a healthy body that forms the basis of creative intellectual personality. This is applicable to one's personal and professional life. A healthy and safe worker is a valuable asset to any establishment. Health and safety help people become more productive. The University will therefore take steps to ensure compliance with the relevant statutory provisions and best practice standards regarding health and safety of its members.

1.3 POLICY DEFINITION

DHLTU is poised to stick to international definitions of health and safety. As opined by the International Occupational Hygiene Association (IOHA), occupational health and safety (OHS) is the science of anticipation, recognition, evaluation and control of hazards arising in or from the workplace or its environment which could impair the health and well-being

of employees (ILO, 2009). Safety encompasses the protection of personnel from physical and psychological injury.

1.4 AIM OF THE POLICY

This policy is designed to indicate our commitment to complying with the general requirements of Section 118 of the Labour Act, 2003, Act 651 on Occupational health and Safety. The University shall adhere to other statutory instruments to manage workplace hazards and provide an approved systematic approach and guidance to enable staff, students, clients and facility users to effectively manage risk.

1.5 OBJECTIVES OF THE POLICY

In carrying out its statements of intent, the University will deliver and maintain its health and safety objectives of:

- ➢ Providing and maintaining a safe and healthy environment for all
- ➢ Promoting individual commitment to health and safety as an integral part of all activities
- ➢ Providing the necessary information, instruction and training to competently carry out health and safety responsibilities
- ➢ Fulfilling, as a minimum, its statutory and common law duties of care
- ➢ Implementing health and safety risk management practices

2.0 GENERAL STATEMENT OF INTENT

The laws establishing the University are the Technical Universities Act, 2016 (Act 922); the Technical University (Amendment) Act 2018 (Act 974) and the Technical University (Amendment) Act 2020 (Act1016). The law defines the University's mandate as follows:

1. To provide tertiary education through full time courses in the field of manufacturing, commerce, science, Applied Arts and such other areas as may be determined by the authority responsible for higher education.
2. To encourage study in technical subjects at tertiary level
3. To provide opportunity for life-long development, research and publication of research findings
4. To provide opportunities for life-long learning based on industry and community demands
5. The University is supervised by the Ghana Tertiary Education Commission (GTEC), governed by the University Council and funded by the state and the Ghana

Education Trust Fund (GET Fund). It offers Commission for Technical and Vocational Education and Training (CTVET) and GTEC approved tertiary programmes.

Core values of the university are:
- Quality
- Equity
- Transparency
- Team spirit
- Innovativeness
- Environmental sustainability

In line with these, the University is committed to: -

1. Preventing accidents and all cases of workplace ill-health.
2. Taking all reasonable care in the conduct of its activities and the provision of its facilities to ensure the safety, health and wellbeing of its members of staff, students and client researchers and others who may be affected.
3. Ensuring the necessary resources are available, as far as is reasonably practicable, to deliver successful health and safety risk management.
4. Creating an accessible health and safety management system that eliminates or minimizes risk of injury or illness to people associated with the University's operations.
5. Providing appropriate health and safety training for all staff, and disseminating health and safety information and instruction to all personnel in the workplace.
6. Engaging with all staff, students, clients and partner organizations in creating safe working and learning environments.
7. Establishing a health and safety management framework to meet the necessary statutes and regulatory standards.
8. Promptly reporting hazards, incidents and injuries, investigates where appropriate, and implement control measures to eliminate or minimize the risk of recurrence.
9. Reviewing and revising this policy every five (5) years.

2.1 LEGAL OBLIGATION

The principles underpinning this Health and Safety Policy include preventative action, emergency management and quality healthcare. The University is committed to following

legal standards and statutory regulations. We also aspire to create a hazard-free workplace; ensuring health, safety and wellbeing of staff, students, client's activities and facilities.

Sign:……………………………. Date: …………………………

Prof. Elias N. K. Sowley

(Vice Chancellor)

3.0 ORGANISING SECTION

This section deals with the chain of command in the University about health and safety. It identifies the various people and their operational duties in relation to health and safety.

3.1 THE UNIVERSITY COUNCIL

The Council shall carry out its responsibility by:

1. Demonstrating strong and active leadership by ensuring that there is visible and active commitment through regular review of the health and safety policy;
2. Setting the direction for effective health and safety management as an integral part of the academic and administrative decisions;
3. Ensuring there is a team to champion the University's health and safety responsibilities;
4. Encouraging effective 'downward' and 'upward' communication channels embedded within the management structures;
5. Overseeing the communication of health and safety duties and benefits throughout the University;
6. Ensuring adequate finances, personnel, equipment, materials and other resources are made available so that the requirements of this policy, legislation and good health and safety practice can be fulfilled;
7. Expecting all staff and students to play a part in the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through management roles and responsibilities.

3.2 VICE CHANCELLOR

The Vice-Chancellor has the responsibility for developing, implementing and improving the health and safety management system of the University. He/she has the duty of promoting all practicable measures to create a safe and healthy work environment.

These include the following:

1. Providing leadership and direction in matters of health and safety and to ensuring the continuous improvement in health and safety performance of the University;

2. Ensuring suitable control of health and safety management which is integrated into general academic and administrative activities;

3. Establishing and achieving overall health and safety goals and objectives as part of the strategic plans of the University and its constituent parts; and

4. Developing a clear chain of responsibility for health and safety matters through normal line management channels.

3.3 PRO VICE CHANCELLOR, DIRECTORS AND DEANS

As front-line academic managers, they are expected to implement the University's policies related to Health and Safety. They will achieve this by:

1. Instituting effective consultation with staff and students in order to gain their commitment to achieving excellent health and safety/service delivery standards;

2. Ensuring that health and safety is given the appropriate priority while carrying out their regular duties;

3. Ensuring necessary information, instruction, training and supervision is provided to all Staff and students to enable them undertake their tasks without risk to their own or other person's health and safety;

4. Suitable first-aid and welfare arrangements are provided for all staff and students;

5. Ensuring that accident/incident reporting procedures are established and complied with in line with local and University policy;

6. Guaranteeing that all departments/units/sections have suitable and sufficient risk assessments and safe systems of work in place for the protection of staff, students, service users, and others that can be affected by our activities;

7. Seeing to it that staff and students (and contractors in appropriate circumstances) are informed of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard;

8. Making sure that staff and students are conversant with the University's health and safety policy and associated policies and procedures and that they understand the importance of complying with the requirements;

9. Creating awareness of staff and students about emergency and evacuation procedures;

10. Monitoring staff and students and appointed contractors to ensure that they undertake their duties/responsibilities in a safe manner in line with University policies;

11. Overseeing regular inspections and audits of the University's premises under their responsibility, including operational areas and equipment to ensure a safe teaching and learning environment;

12. Liaising and consulting the Director of Works and Physical Development for the management of the risks involved with related issues e.g., equipment maintenance, ligature points, water systems, electrical installations and contractors;

13. Allocating the necessary human and financial resources to achieve the goals;

14. Ensuring that health and safety matters raised by staff and students are thoroughly investigated and any necessary recommendation/actions implemented.

3.4 OFFICE OF THE REGISTRAR

The Registrar shall be responsible for:

1. Serving as a member of the health and safety management team

2. Declaring disaster and communicating same to the health and safety management team and the University community.

3. Liaising with the director of public affairs to manage emergency communication to internal and external stakeholders

3.5 INDIVIDUAL STAFF AND STUDENTS

Every staff and/or student has a responsibility to:

1) Take reasonable care of their own health and safety and other persons who may be affected by their actions or omissions;

2) Familiarize with and abide by the health and safety policy and all applicable University policies, procedures and guidelines;

3) Co-operate with their heads on health and safety matters;

4) Identify and report to their heads any hazards that could cause harm arising out of work activities;

5) Report all occupational injuries, illnesses/diseases, near misses or other types of incidents, as per the University's Incident Reporting and Investigation Policy;

6) Tell their heads if something happens that might affect their ability to work safely e.g., becoming pregnant, suffering from an injury or illness, taking medications that cause drowsiness;

7) Be aware of the University's health and safety policy and the necessary control measures to reduce risks;

8) Avoid interference with anything provided to safeguard health and safety;

9) Immediately report or repair any defects to equipment, furniture, machinery or concerns to their heads;

10) Regularly appraise themselves with, and follow, the latest information, instructions and training received;

11) Attend the relevant modules of Core Mandatory Training; and participate in a further training as identified by heads;

12) Know the local emergency arrangements i.e., actions to be taken in the event of fire;

13) Report to their heads when they are experiencing times of stress that will have an impact on work/studies and or personal wellbeing

3.6 STRATEGY TO MANAGE HEALTH AND SAFETY

This section deals with the tactical/operational personnel and resources to manage health and safety in DHLTU. The various personnel and other resources concerning health and safety are highlighted in this section.

3.6.1 HEALTH AND SAFETY ADVISOR

A Health and Safety Advisor shall be nominated by Management. He/she must be someone whose official duties corroborate and link to health and safety issues or must have keen interest and advocate for health and safety issues. He should be the lead member of health and safety committee of the University.

He/she should be designated with the responsibility of:

1) Providing specialist support to management, staff and students where necessary;

2) Dealing proactively with health and safety matters;

3) Conducting regular internal health and safety audits in partnership with Pro Vice Chancellor, Directors, Deans and Health and Safety Representatives;

4) Advising on new processes or equipment relative to their health and safety impact;

5) Maintaining and advising on up-to-date information on changes to health and safety legislation, Codes of Practice and other standards;

6) Assisting in the formulation and implementation of health and safety related University wide policies and procedures;

7) Providing direction and oversight of health and safety initiatives;

8) Delivery of Health and Safety related training; and

9) Reporting to the Vice-Chancellor

3.6.2 HEALTH AND SAFETY COMMITTEE

The establishment of Health and Safety Committee should constitute but not limited to the following:

1. The health and Safety Advisor
2. A member from the Academic Board
3. Head of Estate Management Unit
4. Head of Guidance and Counselling Unit
5. A member from the Registry
6. SRC Health Secretary
7. Head of Security

The Health and Safety Committee's main responsibilities are to:

1) Promote effective co-operation, communication, consultation and involvement in health and safety issues between the University and its staff and students;

2) Monitor and audit the successful implementation of health and safety legislation and policies;

3) Keep watch on the adequacy of safety and health communication and awareness in the workplace;

4) Assist with the development of new policies as required;

5) Consult with staff and students on policy and to liaise on incidents; and

6) Report to the Vice Chancellor.

3.6.3 HEALTH AND SAFETY RESPONSE TEAM

This team is the operational and tactical team to respond to the needs of the University community during and after emergency situations. Members of the team also play a practical role in emergency preparedness, supporting emergency evacuation exercises, providing

and/or maintaining emergency resources and equipment, and assisting in the implementation of standard operating procedures relevant to any emergency situation. The team is comprises primarily but is not limited to:

1. Head of Works and Physical Development department
2. Head of Security
3. Head of Estate Management Unit
4. Head of University Clinic
5. Head of Sports
6. Head of Guidance and Counselling Unit

They shall be delegated with the responsibility of:

14) Supporting Pro-Vice Chancellor, Directors and Deans with the day-to-day management of the health and safety programme in the Faculties, Departments and Units in accordance with legislative requirements and Trust policies and procedures;

15) Participating in meetings with other health and safety representatives and the Health and Safety Adviser and attending health and safety training courses where appropriate; and

16) Participating in health and safety audits in partnership with Directors and Deans.

4.0 ARRANGEMENT SECTION

This policy applies to all present and prospective staff and students of Dr. Hilla Limann Technical University. The effective implementation of this policy document requires the commitment of the University community. All staff and students of the University should accept and carry out their individual and collective health and safety roles and responsibilities.

The policy covers non-University employees located within the University premises including those engaged in service provision, customers, clients, researchers, volunteers, contractors, consultants and other visitors. The policy is applicable to all activities and facilities considered to be wholly or partly under the control of the University.

4.1 EMERGENCY RESPONSE AND PREPAREDNESS

As part of the institution's response to and readiness for emergency, the following protocol should be observed:

A. Response strategies

The procedures adapted to response to emergencies are:

1. Declare emergency
2. Sound the alert
3. Evacuate danger zone
4. Close main shutoffs
5. Call for external aid
6. Initiate rescue operations
7. Attend to casualties

B. Preparedness

The following indicates the readiness of the University to address emergencies:

1. Fire extinguishers
2. Fire hydrant locations
3. Emergency Fire Assembling Points
4. Exit routs/signs
5. Disability friendly ramps
6. Smoke detectors
7. Ambulance service support
8. Fire service support

4.2 HAZARD AND RISK ASSESSMENT

Risk assessment is crucial to the success of health and safety efforts in the University. Threats are of varied forms, may be natural and technical or even malicious. Threat impact on the University community must be analyzed and not only the nature of the threat. Threat scenarios need to consider the impact of a disruption and probability of its occurrence as such, the need for a Risk Management checklist.

The University shall also take the needed steps to establish preventive measures to protect the health and safety of its members. These embody actions to avoid injuries or illness related to workplace conditions. Thus, annual health screening, risk assessments and job hazard analysis will be conducted to discover likely harm conditions to Staff and students.

4.2.1 POTENTIAL RISK FACTORS

Such potential risk factors to health, threats and dangerous situations include but not limited to:

1. Built structures, stations and deteriorations
2. Chemical substances (toxic, flammable etc.) in the laboratories.

3. Electrical infrastructure.

4. High blood sugar levels, high cholesterol, high blood pressure, obesity, lack of exercise, poor nutrition, smoking and substance abuse (drug and alcohol).

5. Noise/temperature levels of machinery and equipment.

6. Operating dangerous equipment in the workshops and laboratories

7. Quality of air, lavatories and other substances

8. Slippery or uneven surfaces in the offices, lecture rooms, hostels, laboratories, workshops and lavatories

9. Tasks Performance on heights, scaffolds, ladders and other unsteady structures.

4.2.2 PREVENTATIVE MEASURES

Preventative measures to be embarked upon to avoid injuries or illness related to workplace conditions shall include:

1. Promote avoidance of use of or the influence of alcohol, smoking, or imbalance or abuse of drugs while working, members must not use or be under the influence of alcohol, inhalants or drugs.

2. Prohibition of smoking on the University premises, vehicles and indoors at any time, not just during working hours. Establish designated areas properly ventilated and secluded for unavoidable smokers.

3. Safety precautions like safety nets and ropes for employees working under dangerous contexts or locations, we will make sure there are

4. Regular inspection of equipment and infrastructure by a trained quality control officers

5. Intermittent refresher and training to beef up on health and safety standards and procedures knowledge and awareness for employees and students

6. Reduce exposures to chemicals and radiation levels at installations to manageable healthy levels.

7. Caution signs placement for on-going works, repairs and constructions sites.

8. Provide and operate fire assembly points.

9. Spot checks

10. Safety inspection with checklists

11. Progressively institute a comprehensive biennial medical examination for staff

12. Initiate collaborative exercise with volunteering medical teams with our health-related departments to enhance the health care checks for the university community.

4.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Obligatory usage of PPE: Where applicable, Staff and Students must use protective gear like gloves, protective uniforms, goggles etc.

Sanitary workers shall be provided with personal protective equipment whose usage is mandatory.

4.4 TRAINING

The Health and Safety committee and response team shall provide staff and students health and safety inductions and training.

Systems will be put in place for workers to work remotely in case of emergencies and in situations of health threats.

4.5 QUALITY HEALTH CARE

Members of the University Community shall seek quality healthcare from registered medical professionals. All newly enrolled students and new staff appointments must be validated by submission of up-to-date medical reports. The National Health Insurance Authority Card shall constitute a source of health care financing for members. However, the University must be innovative in sourcing additional funding. Financing of the healthcare needs of Members will be done in accordance with budgetary allocations and approved healthcare financing guidelines.

4.6 EFFECTIVE COMMUNICATION AND CONSULTATION

The ability to effectively communicate instructions during an emergency situation is crucial to the effectiveness of executing a successful emergency management. In general, alarm schemes should alert everyone to conduct an evacuation. Although detailed information (fire, bomb threat, etc.) cannot be communicated, the basic advice to evacuate is to communicate.

The role of primary communications methods is the dissemination of important and up-to-date information to the majority of university stakeholders. It could take the form of notices, University website, E-mails, University social media platforms, SMS, telephone systems and campus radio station broadcasts. Primary communications channels should be well-known in advance.

Secondary communications methods are used to make people aware that a crisis exists and that they should pay attention to the primary communications channel for information. These

includes information vans, siren or intercom system. These are needed to alert everyone to a critical situation that affects the whole of campus, for example, a hostile intruder or release of hazardous material (accidental or intentional).

4.7 HEALTH AND SAFETY REPORTING

To ensure adequate flow of information; all departments are required to report regularly to the Health and Safety Unit. The reports shall include:

1. Quarterly report on the performance in relation to the risk management objectives;
2. Accident investigation and reports on incidents and accidents;
3. Review of trends of key risk indicators; and
4. Reporting on initiatives planned and completed that address exposures;

The consolidated reports are to be submitted to the Health and Safety Advisor for onward submission to the Management of the University.

4.7.1 QUARTERLY HEALTH AND SAFETY REPORTING

The Health and Safety Response Team and Health and Safety Committee will follow up on health and safety risks reported on quarterly basis and check the existence of newly identified material risk. The goal is to improve health and safety risk controlling by instituting quarterly risk follow-ups. The quarterly health and safety report shall be issued to the Vice Chancellor and the Governing Council with appropriate comments from the Health and Safety Committee. The quarterly report will be reviewed by the Vice Chancellor in terms of endorsing the actions undertaken or proposed.

4.7.2 ACCIDENTS INVESTIGATION AND REPORTING

Managers at all levels of the University will report newly recognized health and safety risks and incidences to the Health and Safety Response Team for investigation and mitigation action. Ad hoc reports can also be used to highlight risks that have not been identified in the past.

The health and safety response support team and heads of departments or unit heads together with the health and safety manager shall regularly review progress on the achievement against the action plan.

4.8 ARRANGEMENTS FOR EMERGING GLOBAL PANDEMIC

Online facilities such as the webinar, zoom, (new technologies) would be used for meetings, lectures, workshops, seminars conferences etc. and for emerging conditions similar to those of COVID -19 to ensure safe training environment.

Emphasis would be placed on observance of all protocols where necessary for face to face meetings

5.0 MONITORING AND EVALUATION

The presence and functioning of the components of the health and safety policy will be assessed over time and modifications made as necessary. Health and safety monitoring will be an integral part of risk plans to give assurance that the measures remain effective and efficient. The Health and Safety Risk Advisor will be responsible for monitoring the effectiveness of this policy. Periodic evaluation reports should be prepared and submitted to the Health and Safety Committee for the purpose of monitoring the implementation of the policy. Effective monitoring would be achieved through active measures including:

1. Unannounced Spot checks when the need be
2. Safety inspections with an appropriate checklist
3. Audit review and training
4. Accident investigation reports
5. Risk assessment and other reactive measures.
6. Incident statistics
7. Ill health checks

The DHLTU's health and safety monitoring and review process encompasses all aspects of risk management for the purposes of:

1. Ensuring that controls are effective and efficient in both design and operation;
2. Obtaining further information to improve risk identification and assessment;
3. Analyzing and learning lessons from events (accidents, incidents and near-misses), changes, trends, successes, and failures;
4. Detecting changes in the external and internal context of DHLTU; and
5. Identifying emerging health and safety risks and hazards.

Monitoring will be accomplished through on-going monitoring activities, separate evaluations, or a combination of the two. Risk controlling will involve monitoring the

implementation and progress of agreed actions and controls, re-evaluation, and compliance with decisions.

Management should undertake day-to-day monitoring of their top safety risks/hazards. The frequency and detail of such activities must be commensurate with the size of the Offices/Directorates/Faculties/Departments/Units, level of risk, and nature of the hazards within each location. Progress in implementing risk treatment plans provides a performance measure.

6.0 REVIEW OF POLICY

The Health and Safety Policy shall be reviewed every five (5) years to ensure relevance to DHLTU's business and compliance with new developments in health and safety management. The review shall address the possible need for changes to the policy, objectives and targets, and any other element of the system in the light of the audit findings, changes in circumstances and the commitment to continual improvement. The various sections that form part of this policy shall be reviewed independently and individually whenever the need arises.