



Kampala International University, Uganda

HEALTH AND SAFETY POLICY

May 2025

Foreword by the Chairperson, University Council

The University Council of Kampala International University has the ultimate responsibility for health and safety at the University and takes the role in this regard very seriously. The health and safety of the University's staff, students, contractors, and visitors and all persons that may be lawfully on the University premises is of paramount importance. The Council provides leadership in the development of health and safety strategy, and makes every effort to meet the legal duties for the health and safety of employees, the University students and other persons affected or likely to be affected by the University's activities.

The University Council's aim is for a continually improving system of health and safety management that drives the KIU ever closer to zero reportable accidents through the "Towards Accident free" strategy. The Council aims to achieve this by:

- Providing leadership;
- Having a formal role in developing health and safety strategy;
- Ensuring that adequate resources are provided to meet the strategy;
- Ensuring that all its decisions reflect the Statement of Health and Safety Policy;
- Supporting the active participation of all employees in improving health and safety;
- Monitoring or constituting a Health and Safety Committee to monitor health and safety performance; and
- Formally reviewing or causing the review health and safety performance.

The Management (Human Resources Directorate in particular) has been formally delegated a series of responsibilities relating to health and safety. These include; the review of an annual report on Health and Safety performance; the setting of health and safety objectives; the regular receipt and action –reports on progress; and the monitoring of a series of key performance indicators selected by the University Council. Note; Section 16 of the Occupational Safety and Health Act 2006 requires that a Health and Safety Committee of at least 20 workers be constituted

Operational responsibility for health and safety is delegated by the University Council to the Vice-Chancellor as Chief Executive Officer of the University. The Vice-Chancellor is responsible for

implementing and maintaining a health and safety management system and for the organizational arrangements necessary to fulfill the requirements of this policy.

The policy applies to all employees and students, including those travelling to, or working at the different campuses and centers; to all premises owned by, used by, or under the control of the University; and to all activities related to the functioning of the University.

The University seeks to create and maintain a stimulating and vibrant working environment that promotes excellence in academic activity and its professional services. Fundamentally, KIU espouses the principle that the working environment should be safe and without risks to health and it is imperative that all parties follow the requirements of this policy.

The University Council expects all University managers and employees to commit to the achievement of the aims of this policy.

Statement of Health and Safety Policy

The provision of a healthy and safe working environment is central to Kampala International University's Commitment to the development of '*Positive and effective working environment*' that inspires and supports academic achievement. As a part of that commitment, the University has the aspiration of working "Towards Accident free" environment, which is fundamental to achieving its duty to provide a safe and healthy workplace for staff, students, visitors and other persons who may be affected by the University's activities.

Management of risks to health and the control of workplace hazards are responsibilities of everyone and, with the support of Safety and Health Services, all members of the University must be committed to creating a safe and healthy workplace.

The executive and management team lead by example in communicating and promoting this policy and will seek continuous improvement in health and safety performance. Therefore, it is crucial that as part of a positive health and safety culture, managers at various academic and administrative levels are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues in support of the University's wider aims and objectives.

Objectives of the KIU Health and Safety Policy

The University is, therefore, committed to implementing the following objectives:

- To integrate health and safety planning into the University's mainstream planning cycles
- To support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others.
- To ensure the protection, maintenance and promotion of safety and health and wellbeing of all Members, staff, students and other lawful users of University premises and equipment and working conditions and environment are conducive to good health and productivity
- To take as far as is reasonably practicable, all measures for the protection of all Members, staff, students and other lawful users of University premises and the general public from any risks to health.
- To ensure mechanisms are in place to prevent work related injury and ill health; and support those at work with health conditions or disabilities.
- To define the health and safety responsibilities of all members of the University.
- To ensure that all staff have the knowledge and competence they need to meet their individual and collective responsibilities.
- To provide competent specialist advice to support good decision-making.
- To maintain, document and continually improve an effective health and safety management system, including the encouragement of near-miss reporting to facilitate improvements.
- To involve, consult and communicate with all staff and students on health and safety issues.
- To work with recognized Trade Unions to secure workplace improvements.

- To work in partnership with other employers where there are shared facilities or activities.
- To measure, monitor and review health and safety performance; and
- To provide the resources necessary to meet the University's Health and Safety obligations.
- To always provide a safe working environment and comply with all legislative requirements
- To promote health and safety goals and objectives in strategic and service planning
- To provide and promote orientation, education and training to enable employees to function safely and effectively in their roles
- To provide forums that enable employees to participate in health and safety risk management and quality improvement
- To provide and maintain, as far as practicable, offices, systems and equipment that are safe and without risk to the health of staff.
- To take steps to eliminate or mitigate, as far as practicable, any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment
- To carry out periodic reviews and audits to monitor compliance. The resulting information will be utilized to contribute to organizational continuous improvement in work place health and safety

Organization

The overall responsibility for health and safety lies with the University Council, which gives, delegated authority to the Vice-Chancellor for implementation.

The University will define and keep under review the organization it needs to implement the policy. This will include defining the specific health and safety responsibilities of managers and staff in areas of policy.

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1. The Duty of Care

Under **The Occupational Safety and Health Act 2006 section 13**, a duty of care is imposed on organizations and individuals when carrying out activities that could foreseeable cause harm. The primary duty of care is owed through the employer-employee relationship. In this case, KIU owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled.

2. Terminology

Throughout this document the following terminology has been adopted: a professional service division or an academic school/ Faculty/College; or a department, unit or a subdivision of such a division or school will be referred to as a ‘school or service’.

3. The University Council

3.1 The University Council has the ultimate responsibility for health and safety measures and must ensure that the University has the organizational arrangements and systems in place for health and safety to be successfully managed.

3.2 The commitment and authority of the University Council is documented in the University’s Statement of Health and Safety Policy, which comprises a statement of intent signed by the Chairperson of the University Council and the Vice-Chancellor.

3.3 A member of the Human Resources Directorate shall be nominated as the Council’s health and safety champion. This person shall provide the Council with informed opinion gathered from communication with University officers and attendance at the Health and Safety Consultative Committee.(through the Act/ law requires creation of a Health and Safety Committee) Possibly this may be headed by the Health and Safety Officer herein after alluded to

4. The Vice Chancellor

The Vice-Chancellor being the Principal Executive Officer of the University is accountable to the University Council for implementation of the University’s Health and Safety Policy. The executive responsibility for health and safety on a day-to-day basis is delegated to the Deputy Vice-Chancellor Finance and Administration.

5. The Deputy Vice Chancellors

- The Deputy Vice-Chancellor, F&A is accountable to the Vice-Chancellor for the health and safety management in the University. The responsibility for health and safety is cascaded through the University’s management structures to ensure that health and safety responsibilities are being correctly implemented.
- The Deputy Vice-Chancellors have a strategic role in determining policy and direction but, aside from the management of their office staff or the projects they lead for which they are

accountable to the Vice-Chancellor and the Chancellor, they do have a duty to take responsibility for their actions at work and the implications of their decisions.

6. Principals/Deans

The Principal/Dean is accountable to the Deputy Vice-Chancellor Academic Affairs for the line management of the Heads of departments in the school/Faculty/College. As such, the responsibility for health and safety is cascaded through the management structure and requires that the Principal/Dean asks suitable pertinent questions of the Heads of Departments and that feedback on health and safety performance is provided to the Deputy Vice-Chancellor Academic Affairs.

7. Head of Department

The Head of department is accountable to the Dean/ Principal for the health and safety of all the staff he/she line manages and for others who may be affected by the work of the service.

The Head of academic or service department must also ensure that:

i. He or she is aware of the provisions of the University's Health and Safety Policy and the minimum requirements under the relevant and applicable legislations. ii. The roles and responsibilities for health and safety within the service are defined.

iii. Staff may from time to time be consulted on matters that may affect health and safety. This requirement will either be satisfied by having a regular agenda item at

College/School/Faculty/departmental meetings, or, where the health and safety risk profile makes it appropriate, to establish a specific College/School/Faculty/departmental health and safety committee. The meeting or committee for health and safety shall be held at least three times per year. Feedback to and communication with staff who work away from the College/School/Faculty/departmental primary premises should be addressed. Where appointed, Trade Union Safety Representatives must be consulted concerning the introduction of any measure at the workplace which may substantially affect health and safety, and must be invited to attend the College/School/Faculty/departmental health and safety meeting or committee.

The meeting or committee should have the aim of:

- i. Furthering consultation on health and safety issues.
- ii. Providing a forum for workplace health and safety issues to be aired and resolved.
- iii. Monitoring health and safety performance of the College/School/Faculty/department.
- iv. A document is produced to communicate the health, safety and welfare arrangements of the College/School/Faculty/department to the staff.

The document must contain:

- a. A statement setting out that the Dean/ Principal/Head is accountable for health and safety in the College/School/Faculty/department.
- b. A description of the organizational arrangements for health and safety.
- c. The information required by the staff to be able to work safely and to safeguard their health.

The document should describe the arrangements that are particular to the working environment in the College/School/Faculty/department. The document must be signed and dated by the Dean/ Principal/Head of Department.

- d. A health and safety inspection of the premises occupied takes place at least once per year and is recorded. Remedial action taken in response to the inspection should be reported through the College/School/Faculty/departmental meeting or health and safety committee.
- e. A report is made to DVC F/A on the health and safety performance achieved and on plans to address any identified concerns.

8. College/School/Faculty/departmental Safety Adviser (SA)

The Principal/Dean/Head of Department/ Director shall appoint a Safety Adviser to assist in meeting the health and safety responsibilities. The Safety Adviser is accountable to the Principal/Dean/head of Department/ Director for creating and maintaining the health and safety management system for the College/School/Faculty/Department, and thereafter makes a report to Management in relation to the issues of concern and management provides feedback.

9. All Staff

- All staff are accountable to their line manager for the health and safety of all the staff they manage, of others whom may be affected by their work, and for premises and equipment they manage.
- Staff cannot delegate away this duty of care, but must meet it by accompanying the delegation of tasks to others within the team with a system of monitoring to ensure that the tasks are being carried out.
- All staff are responsible for ensuring that they conduct their activities, and those activities over which they have control, in accordance with the University's health and safety policies and relevant statutory provisions. They must co-operate with their line managers and Principal/Dean/head/ Directors that health and safety responsibilities can be discharged.
- For all staff there is a particular duty to ensure the health and safety of students. It is the responsibility of the person managing hazardous activities that are to be carried out by students to ensure that a risk assessment is in place before commencement of that activity, the outcome of which may require a higher degree of care due to the inexperience or other vulnerabilities of students.

10. Students

Students are not in the legal sense employed persons and hence many of the specific provisions of the Occupational Safety and Health Act 2006 do not apply to them. Equally, they are not bound by the duties of employees as laid down in the Act.

Nevertheless students must comply with health and safety instructions, including the University Rules and Regulation for students, not to misuse or damage equipment provided and may be responsible for the consequences should they neglect to carry out a task required for the health or safety of others.

11. Employed students

Students employed to carry out work within or on behalf of the University are classed as employees. Those undertaking demonstrations or tutorial services are considered by health and safety legislation to be employed persons whilst carrying out that activity. The supervision of employed

students should be appropriate to their experience or competence and will be at a higher level than that expected for more experienced members of staff.

12. Contractors

The University has a duty under section 28 of Occupational Safety and Health Act, 2006 to provide a safe environment for contractors working on University managed property, save for independent Contractors. Contractors must be informed of the University's emergency procedures in order that they are able to take the correct action in an emergency. Where there are known hazards these should be clearly communicated to contractors for inclusion in their risk assessment process. By the same token contractors are required to provide a description of their method of work to the University so that there is an effective dialogue on safety issues before work commences.

13. Buildings/Estates

The Occupational Safety and Health Act 2006, section 45 states that buildings should be of sound construction. Section 45 (2) stipulates that every building used as work place shall,

- a) Be designed to protect workers from weather
- b) Have watertight roof
- c) Be free from any significant dampness that is liable to affect the safety of the building or health of the workers.

13.1 The Role of the Director of Estates

The Director of Estates is accountable to the DVC F/A in undertaking the role of the 'landlord' to provide and maintain safe buildings and grounds for the occupiers.

The Director of Estates must inform those using the estate of the action they might need to take to maintain their health or safety. That includes the provision of a working environment suitable for its intended use (i.e. office, laboratory, workshop etc.).

The Director of Estates is accountable for the provision and maintenance of building services, producing and maintaining building fire risk assessments (with the cooperation of the occupiers), statutory testing of building fabric and building systems and systems for evacuating the building of all occupants in case of emergency.

13.2 The Role of the Occupier

It is the duty of the occupier to ensure that the space allocated to them is used safely and according to the design and its expected use. In particular the occupier is accountable for:

- Consulting with the Director of Estates when requesting changes to the structure, use, layout or services within the building
- Cooperating with the Director of Estates to enable the building to be maintained in a safe condition and to report defects or building-related accidents or incidents
- Cooperating with the Director of Estates to define the responsibility for managing equipment and services that may be unclear whether they form part of the building or are viewed as the occupiers' equipment (e.g. fixed services such as piped-in laboratory gas lines)
- Taking into account the constraints of the design of the building in risk assessments
- Organizing work, processes and equipment maintenance to prevent harm
- Making a provision for welfare requirements beyond those normally expected (e.g. facilities for changing clothes and storing work clothing)

All building and building services work must be authorized by the Director Estates

14. University Health & Safety Officer

The role of the University Health & Safety Officer is to provide specialist advisory services to the University on all aspects of occupational safety and health, and to monitor the health and safety performance of the University on behalf of the Vice Chancellor.

Where action is required to remedy a situation in which there is a serious risk to safety or to health the University Health and Safety officer has the authority to take emergency mitigating action on behalf of the Vice-Chancellor and Chancellor. The University Health and Safety Officer in consultation with Director Estates closely monitor action taken to resolve the issue and will submit a report to the Human Resources Committee on Health and Safety and after the Human Resources Committee submit the report to the Vice-Chancellor.

The University Health and Safety Officer makes reports to the Human Resources Committee, and may be called upon to brief the Vice-Chancellor and Chancellor, the Deputy ViceChancellors and the as necessary and is line-managed by the Director of Human Resources.

The University Health and Safety Officer's duties also include:

- The provision of advice and guidance on all matters of health and safety;
- Creating and maintaining a health and safety management system;
- Disseminating and advising on the application of relevant health and safety legislation;
- Providing a range of generic health and safety training to enable members of the University to be able to meet their responsibilities for health and safety;
- Providing a management system for the control and use of radioactive substances;
- Investigating accidents, dangerous incidents or reports of occupational ill health in order to identify the potential for legal consequences and to identify action required to prevent recurrence;
- The provision of an Occupational Health Service;
- Liaising with the Health and Safety Executive, the Environment Agency and other regulatory authorities on matters of health and safety, and;
- Managing an ongoing programme of audits of compliance with the University health and safety policy on behalf of the University Council.

15. Human Resources Directorate

The University Council has the ultimate responsibility for the University's health and safety arrangements and performance, and executes this responsibility through the Vice Chancellor delegated to the DVC FA and operationalised through the Human Resources Directorate.

17.1 Health and Safety Committee.

There shall be a Health and Safety Committee chaired by Director Human Resources. The functions of the Health and Safety Committee are:

- To be a forum for consultation on health and safety policy

- To monitor workplace standards
- To raise concerns over workplace hazards or unsafe practices
- To link the work of the committee firmly to the wider employee relations structure the committee is a standing sub-committee of the Joint Consultative and Negotiating Committee and is chaired by the Director of Human Resources.

16. Trade Unions and Safety Representatives

The University recognizes the importance of Trade Unions in the creation of an effective health and safety management system and is committed to consultation and dialogue in order to achieve this aim. The process of formal consultation on matters of University health and safety policy is made through the Health and Safety Consultative Committee and the school or service health and safety committees provide the opportunity for further consultation and contribution to the effective management of health and safety.

Safety Representatives represent not only trade union members but all the employees in their area.

17. Failure to agree on Health and Safety Matters

Problems relating to health and safety are to be resolved at a local level wherever possible with the advice of the University Health and Safety Officer where appropriate. In the event that it is not possible to resolve a matter, any member of staff or employee or the local branch of a Trade Union acting on behalf of a member of staff may contact the Vice Chancellor who, in consultation with the head of school or service and with the Director of Estates will attempt and reach a satisfactory solution. Where this fails, an appeal shall be made to the University Council whose decision shall be final.

18. Certification as to Safety

From time to time it may be necessary for the University to issue certification to Trade Unions or to individuals that a particular location or practice is, in its opinion, safe. The Vice Chancellor, on recommendation by the University Occupational Safety and Health officer is empowered to issue such certification.