



## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

**Approved by Senate on: November 3, 2017**

**Ratified by Council on:**

**November 3, 2017**

## Foreword

Kampala International University is committed to keeping strict compliance with relevant health and safety legislation and other regulatory requirements aimed at ensuring safe and healthy working and learning environment for both staff and students as well as those associated with the operations of the University. To that end, the University Council considers the health and safety of the University's staff, students, contractors, and visitors and all persons who may be lawfully on the University premises 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. In its drive toward attaining an accident-free academic environment, the University Council is committed to creating an accessible health and safety management system 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 of 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.

The operational responsibility for occupational 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 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 activities 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 standards laid down by this policy.

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

Signed: \_\_\_\_\_

**Chairperson, University Council**

Dated:

## Statement of Health and Safety Policy

Ensuring a healthy and safe working and learning environment is formal policy intent endorsed by the University Council of KIU. At the heart of this is a fervent commitment to the development of a positive and effective academic environment that inspires and supports academic excellence. 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 is a collective responsibility and, with the support of Safety and Health Services, all members of the University must be committed to creating a safe and healthy workplace. This entails that the executive and management team lead by example in communicating and promoting the objectives of 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.

Signed: -----

**Chairperson, University Council**

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**Vice Chancellor**

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## Table of Contents

<b>FOREWORD</b> .....	<b>2</b>
<b>STATEMENT OF HEALTH AND SAFETY POLICY</b> .....	<b>4</b>
<b>DOCUMENT CONTROL INFORMATION</b> .....	<b>5</b>
<b>ABBREVIATIONS</b> .....	<b>8</b>
<b>PART 1: PRELIMINARY</b> .....	<b>9</b>
<b>OBJECTIVES OF THE KIU OCCUPATIONAL HEALTH AND SAFETY POLICY</b> .....	<b>10</b>
<b>ORGANIZATION</b> .....	<b>11</b>
<b>PART 2: ADMINISTRATION, DUTIES, OBLIGATIONS AND RESPONSIBILITIES</b> .....	<b>12</b>
1. RIGHTS AND DUTIES TO MAINTAIN A SAFE AND HEALTHY ENVIRONMENT .....	12
1.2 DUTY TO TAKE CARE .....	12
1.3 DUTY TO REPORT DANGEROUS SITUATION TO IMMEDIATE SUPERVISOR .....	12
1.4 STAFF AND STUDENTS' RIGHT TO MOVE AWAY FROM DANGEROUS SITUATION.....	13
1.5 RECKLESS OR INTENTIONAL INTERFERENCE WITH SAFETY MEASURES .....	13
2. THE UNIVERSITY COUNCIL.....	14
3. THE VICE-CHANCELLOR .....	14
4. THE DEPUTY VICE-CHANCELLORS.....	14
5. THE UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT COMMITTEE.....	15
6. PRINCIPALS/DEANS .....	16
7. HEAD OF DEPARTMENT (ACADEMIC AND SERVICE/ SUPPORT/NON-ACADEMIC).....	17
8. COLLEGE/SCHOOL/FACULTY/DEPARTMENTAL SAFETY ADVISER (SA).....	19
9. SUPPORT SERVICES/ NON-ACADEMIC UNITS.....	19
10. ALL STAFF.....	20
11. STUDENTS .....	20
12. EMPLOYED STUDENTS .....	20
13. CONTRACTORS .....	21
14. BUILDINGS/ESTATES.....	21
14.1 <i>The Role of the Director of Estates</i> .....	21
14.2 <i>The Role of the Occupier</i> .....	22
14.3 <i>Roles of Heads of Colleges/Schools and Heads of Support Services</i> .....	22
14.4 <i>Visitors/ Volunteers/Conferences</i> .....	23
14.5 <i>Equipment and Machinery</i> .....	24
14.6 <i>Field Trips/Internships</i> .....	24
15. UNIVERSITY HEALTH & SAFETY OFFICER (KIU-HSO) .....	24
16. HUMAN RESOURCES DIRECTORATE.....	26
17. STAFF ASSOCIATIONS AND SAFETY REPRESENTATIVES .....	26
18. FAILURE TO AGREE ON OCCUPATIONAL HEALTH AND SAFETY MATTERS.....	26
19. CERTIFICATION AS TO SAFETY .....	27

<b>PART 3: OCCUPATIONAL HEALTH AND SAFETY FOR UNIVERSITY STAFF INVOLVED IN THE TRAINING AND SUPERVISION OF STUDENTS IN THE HEALTH SERVICES SECTORS AND OUTREACH SERVICES.....</b>	<b>28</b>
<b>PART 4: EDUCATION AND TRAINING.....</b>	<b>31</b>
<b>PART 5: REVIEW OF POLICY .....</b>	<b>31</b>

## Abbreviations

CSFD - College/School/Faculty/Departmental

DAA – Director Academic Affairs

DHR – Director Human resources

DVC AA – Deputy Vice Chancellor Academic Affairs

DVC FA – Deputy Vice Chancellor Finance and Administration

GOSH-HIV-HSS - Guidelines for Occupational Safety and Health including HIV in the Health Services Sector

HIV – Human Immunodeficiency Virus

HRC-OHS - Human Resources Committee on Occupational Health and Safety

JCNC - Joint Consultative and Negotiating Committee

KIU – Kampala International University

NASD - non-academic/service departments

OHSA – Occupational Health and Safety Act, 2006

## **OHSP - Occupational Health and Safety Policy**



## Part 1: PRELIMINARY

### **Kampala International University Occupational Health and Safety Policy, 2017**

A Policy expressing the University's commitment to providing a safe and healthy working and learning environment and matters connected therewith.

Be it provided as follows:

1. Commencement

The Policy shall come into force after due ratification and approval by Council

2. Interpretation

In this Policy, unless and otherwise requires:

**Act** means the Occupational Safety and Health Act, 2016

**Committee** means Health and Safety Committee

**Council** means the University Council

**Human Resource Directorate** means office of the Director of Human Resource

**Head of Department includes** Departments headed by Principals, Deans, Directors, Heads of academic Departments

**KIU** means Kampala International University

**School or Service** refers to Professional service division or an academic school/ Faculty/College; or a department, unit or a subdivision of such a division or school

**University** means Kampala International University

## Objectives of the KIU Occupational Health and Safety Policy

The overall objective of this policy is to express the University's commitment to providing a safe and healthy working and learning environment at KIU. Specifically, the Policy aims:

- 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 of all members - staff, students and other lawful users of University premises and equipment, and that the conditions and environment are conducive to promote good health and productivity.
- To, as far as is reasonably practicable, take 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 put in place adequate mechanisms to prevent work related injury and ill health
- To define the health and safety responsibilities of all members of the University.
- To ensure that all staff have the knowledge and have acquainted themselves with the regulations pertaining to health and safety needed to meet their individual and collective responsibilities.
- To provide competent specialist advice to support good decision-making relevant to occupational health and safety.
- 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 with close monitoring and evaluation of the Health and Safety committee to secure workplace improvements.
- To work in partnership with other employers where there are shared facilities or activities.
- 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 with close monitoring and evaluation of the management committee.

## Organization

The overall responsibility for health and safety lies with the University Council that may act directly or through delegated authority to the Vice Chancellor for implementation. In this policy, the unit to implement the policy including specific workplace health and safety responsibilities of managers and staff in areas of policy are defined.

## **PART 2: ADMINISTRATION, DUTIES, OBLIGATIONS AND RESPONSIBILITIES**

### **1. Rights and Duties to maintain a safe and healthy Environment**

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 foreseeably 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.

The University shall, as reasonably as practicable, take all measures for the protection of its workers and the general public within **the University premises** from any form of danger associated with the University's operations. In particular, the University shall take measures to ensure that the working environment is kept free from any hazard.

#### **1.2 Duty to take care**

It is the duty of every staff, student and persons within the University premises:

- (a) to take reasonable care for the health and safety of himself or herself and of any other person who may be affected by his or her acts or omissions.
- (b) as regards any duty or requirement imposed on the University under the Act or contract, to cooperate with the University, as far as is necessary, to enable the duty or requirement to be performed or complied with.
- (c) It is the duty of the representatives of the staff in collaboration and supervision by the Health and safety committee to cooperate with the University in all measures to eliminate or minimize risks to health and safety at work.

#### **1.3 Duty to report dangerous situation to immediate supervisor**

It is the duty of every staff, student and persons within the University premises:

(1) to report immediately to a supervisor any situation he or she has reasonable grounds to believe presents an imminent or serious danger to his or her life or health or to the life or health of any other persons in the premises.

(2) Where a staff makes a report under subsection (ii) (1) and entered in prescribed form, until the University takes remedial action, where necessary, the University shall not require the staff to return to a work situation where there is continuing imminent or serious danger to life or health.

#### **1.4 Staff and Students' right to move away from dangerous situation**

A staff or student who removes himself or herself from a situation which he or she has reasonable justification to believe presents an imminent and serious danger to his or her life or health shall not be punished or subjected to undue consequences, provided the danger is confirmed by the Health and Safety Committee.

#### **1.5 Reckless or intentional interference with safety measures**

A student who intentionally or recklessly interferes with or misuses anything provided in the interest of health, safety or welfare commits an offence and shall face the Management Disciplinary Committee.

A Staff member who intentionally or recklessly interferes with or misuses anything provided in the interest of health, safety or welfare commits an offence and shall face the Staff Disciplinary Committee.

A member of the Public who accesses the University Premises and intentionally or recklessly interferes with or misuses anything provided in the interest of health, safety or welfare commits a criminal offence and shall be charged under the Laws of Uganda.

**1.6 The University** shall carry out periodic medical examinations of workers during employment that involves exposure to a particular hazard and keep and maintain records of the medical examination information obtained for a period to be determined by Council.

## 2. The University Council

2.1 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.

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

2.3 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 Committee **(The justification for the promulgation of the Health and Safety committee is embedded in Sec 16 of the OSHA Act, 2006).**

## 3. 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 Occupational 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.

The University Health & Safety Committee on the management standards advises the Vice-Chancellor in this and systems to deliver agreed policies and objectives and ensure that these systems are being effectively applied. The Vice-Chancellor or the Deputy-Vice-Chancellor (Finance & Administration) as his nominee, acts as chair of the committee.

## 4. The Deputy Vice-Chancellors

4.1 The Deputy Vice-Chancellor, F&A is accountable to the Vice-Chancellor for the day to day 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.

4.2 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.

#### **5. The University Occupational Health and Safety Management Committee**

The University Council shall establish the University Occupational Health & Safety Management Committee (KIU-OHSMC). The primary purposes of the Committee are to promote cooperation between the University and its employees in all matters concerning health, safety and wellbeing at work; to advise the University on health and safety policy and any measures to be taken to ensure the health, safety and wellbeing at work of its employees and students; and to promote and advocate good practice in health, safety and wellbeing. Specifically the KIU-OHSMC shall:

- provide advice on occupational health and safety matters;
- provide information on university emergency procedures
- keep up to date on developments in occupational health and safety legislation and practice;
- provide occupational health surveillance, as appropriate;
- conduct statutory medicals;
- provide immunization programs for specific work exposures;
- provide advice on how to deal with the particular needs of individuals in the workplace;
- monitor the implementation of occupational health and safety policy;
- recommend appropriate remedial action where standards are not met;
- act as the formal point of contact between the University and relevant enforcing authorities, in particular the Health and Safety Executive (HSE) Representatives that shall be appointed by the Minister, the Environment Agency, and any other relevant authority;
- liaise with specialists in or outside the University, as appropriate;
- maintain certain statutory records, as defined in further policy;

- organize occupational health and safety training and instruction;
- receive accident, ill-health and incident reports, investigate as appropriate, compile and analyze accident and incident data and report to the appropriate enforcing authority as required by legislation;
- liaise with staff, students and recognized Kampala International University Senior Staff Association and their appointed workplace representatives on issues relating to workplace health and safety;
- publicize and promote good practice in occupational health, safety and wellbeing information, policies and guidelines.

Terms of reference for KIU-OHSMC are *in the* Appendix.

The membership of the KIU-OHSMC shall include:

- The Chairperson (Vice Chancellor or his/her designated Deputy Vice Chancellor)
- Five nominees from College/School Boards
- The Director of Estates
- The Director of Human Resources (Secretary)
- Student Representative
- Representatives from each of the support/non-academic Departments  
from university clinic, research, security, etc)
- University Legal Officer

## **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. They are responsible for ensuring that risks to health and safety of staff, students, clients and visitors, are properly identified and controlled in conformity with the University policy. This responsibility extends to staff and student activities away from University premises including student placements/practicum areas/fields (e.g.. industrial firms, community, schools, hospitals, clinics etc.)



As such, the responsibility for occupational health and safety is cascaded through the management structure and requires that the Principal/Dean asks suitable pertinent questions from the Heads of Departments and that feedback on workplace health and safety performance is provided to the Deputy Vice-Chancellor Academic Affairs.

#### **7. Head of Department (Academic and Service/ Support/Non-Academic)**

The Head of department (academic) 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* (or) service. In the same manner, the Director/Head of service/support/non-academic department is accountable to the Deputy Vice Chancellor Finance & Administration for the health and safety conditions of his/her area of responsibility.

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

i. He or she is aware of the provisions of the University's Occupational 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 (CSFD) 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. On the same note, the non-academic/service departments (NASD) should conform to this section.

Where appointed, recognized authorities and persons including Safety Representatives shall be consulted with close monitoring and supervision of the KIU Occupational Health and Safety Management Committee concerning the introduction of any measure at the workplace which may substantially affect health and safety, and shall be invited to attend

the College/School/Faculty/Departmental or NASD health and safety meeting or committee.

The meeting or committee shall aim to:

- 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 or NASD;
- iv. Produce a guidance document to communicate the health, safety and welfare arrangements of the College/School/Faculty/Department or NASD to the staff.

The guidance document shall contain:

- a. a statement setting out that the academic Dean/ Principal/Head or Head of NASD is accountable for health and safety in their respective areas of jurisdiction.
- b. a description of the organizational arrangements for occupational health and safety;
- c. the information required by the staff to be able to work safely and to safeguard their health;

The document shall describe the arrangements that are particular to the working environment in the College/School/Faculty/Department or NASD. The document shall be signed and dated by the Dean/ Principal/Head of Department or Head/Director of NASD

- v. Conduct a health and safety inspection of the premises at least once per year and submit a report on this. Remedial action taken in response to the inspection should be reported through the College/School/Faculty/Departmental or NASD meeting or occupational health and safety committee.
- vi. A report is made to the University Occupational Health and Safety Committee 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 **KIU-OHSMC** in relation to the issues of concern and management in turn provides feedback.

The Head is required to submit an annual health and safety plan to **THE KIU-OHSMC**. The plan should identify key objectives which are specific, measurable, achievable, and realistic and have clear deadlines for completion. In addition the Heads are required to report to **KIU-OHSMC** annually on the implementation of the plan and monitoring of compliance.

### **9. Support Services/ Non-Academic Units**

The DVC-F& A is responsible for ensuring that health and safety activities are coordinated across Support Services. Heads of Support Services (Director Human Resources & Director Estates) are accountable to the DVC-F& A. They shall appoint one or more Occupational Health and Safety Coordinators and personnel including fire wardens/fire marshals and first aiders. In some circumstances such personnel may be shared between divisions of Support Services. In delegating some of the day-to-day tasks to such people the DVC-F&A shall ensure that they have appropriate experience, special knowledge (of the equipment, process, materials or activity), appropriate training and adequate resources (especially time, money and equipment) to carry out their tasks. The duties of such persons shall be agreed by the in a written statement of duties and responsibilities.

The DVC-F& A is required to submit an annual occupational health and safety plan to KIU-HSC. The plan shall identify key objectives which are specific, measurable, achievable, and realistic and have clear deadlines for completion. In addition the DVC-F& A are also required to report to KIU-HSC annually on the implementation of the plan and monitoring of policy compliance.

## **10. 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.
- The 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 occupational health and safety policies and relevant statutory provisions. They shall cooperate 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 (hazard identification, risk assessment and risk management) 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.

## **11. 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/guidelines, 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.

## **12. Employed students**

Students employed to carry out work within or on behalf of the University are categorized as employees. Those undertaking demonstrations or tutorial services are considered by the occupational 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.

### **13. Contractors**

The University has a duty under **section 28 of Occupational Safety and Health Act, 2006** of Uganda 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. Similarly, 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.

### **14. Buildings/Estates**

The Occupational Safety and Health Act 2006 of Uganda, **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.

#### **14.1 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/property 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, clinic, sports field, library 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.

#### **14.2 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).

#### **14.3 Roles of Heads of Colleges/Schools and Heads of Support Services**

In particular, Heads of Colleges/Schools and Heads of Support Services (the latter coordinated by the DVC-F& A) shall ensure that:

- safe working procedures are produced from generic University, College/Department or local risk assessments for all activities under their control as required by current University Policies and that appropriate action is taken to eliminate or control the risks identified;

- appropriate levels of safety (ALS) supervision, instruction and training are provided for students, staff, visitors and contractors who are under the control of the College/Department;
- supervisors and managers are aware of their health and safety responsibilities and are competent to fulfill them;
- equipment provided for use at work is suitable for its purpose, maintained in a safe condition and any risks associated with the equipment are eliminated or adequately controlled;
- workplaces are arranged to allow for the tasks to be carried out safely and without risks to health;
- suitable monitoring arrangements are introduced to ensure University Policy and College/Department rules are being adhered to;
- proper arrangements are made for the disposal of hazardous wastes, in particular; radioactive, biological (including clinical) and chemical wastes;
- accidents, incidents and fires are reported promptly to the University Occupational Health and Safety Unit, according to current Policy;
- appropriate arrangements are agreed and in place for University staff/students working in premises not under the sole control of the University; and
- appropriate arrangements are in place for student placements;
- all premises under the control of the College/Department should be inspected according to a planned schedule and the results of these inspections recorded.

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

**14.4 Visitors/ Volunteers/Conferences**

It is the responsibility of the invitee to ensure that the visitors, conference delegates, event attendees are made aware of the emergency evacuation procedures, and any other relevant safety arrangements. This responsibility shall also apply to third parties hiring University premises for conferences.

Visitors and volunteers involved in field activity have the same responsibility for health and safety as staff and students and are to be made aware of those responsibilities.

#### **14.5 Equipment and Machinery**

Only staff and students conversant with the safe operation of the equipment and machinery, or those undergoing supervised training, are allowed to use workshop equipment. It is the responsibility of the colleges/schools/Departments to ensure that suitable training is provided and records are maintained.

All Users shall use necessary personal protective equipment (PPE). In all cases suitable clothing and fit wear must be worn, in particular protecting loose hair or clothing from being entangled in the machinery or work –pieces. All dangerous moving parts must be adequately guarded at all times and all equipment must be checked and serviced regularly. Colleges/Schools/Departments owning the equipment and machinery (including Estates) will keep records of maintenance and inspection. This will include examination and testing including of new, repaired or modified equipment before it is brought into or returned to service.

#### **14.6 Field Trips/Internships**

Field trips are a necessary part of many courses and research activity. However they are regarded to be more dangerous than general Department work because of the reduced reliance on the support that is in place in the Department, and the higher hazard environments that people enter to undertake the work. Health and safety during field trips and internships shall be as per the University internship policy and in line with the **University Health and safety policy.**

### **15. University Health & Safety Officer (KIU-HSO)**

The role of the KIU-HSO 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 KIU-HSO has the authority to take emergency mitigating action on behalf of the Vice-Chancellor and Chancellor. The KIU HSO in consultation with the Director of Estates closely monitors action taken to resolve the issue and will submit a report to



the KIU Human Resources Committee on Health and Safety (HRC-HS) and thereafter the HRC-HS submits it report to the Vice-Chancellor.

The KIU HSO makes reports to the HRC-OHS, and may be called upon to brief the Vice-Chancellor and Chancellor, the Deputy Vice-Chancellors as necessary and is line-managed by the Director of Human Resources.

The duties of the KIU-HSO include:

- The provision of advice and guidance on all matters of occupational health and safety;
- Creating and maintaining a health and safety management system in the work environment;
- Disseminating and advising on the application of relevant work related 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 in the workplace;
- Providing a management system for the control and use of radioactive substances, physical agents and pharmaceutical products;
- 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 rehabilitation and support to employees who get injured at the workplace (Office of the Director General for Health Services, Uganda, 2008);
- Liaising with the Health and Safety Executive (HSE), the Environment Agency Safety Representatives and other regulatory authorities on matters of health and safety, and;
- Managing an ongoing program on compliance audits of the KIU-OHSP on behalf of the University Council.

## **16. 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 operationalized through the Human Resources Directorate.

### **16.1 KIU Occupational Health and Safety Committee**

There shall be a Health and Safety Committee chaired by the DVC FA with Director of Human Resources as the secretariat. The functions of the Human Resources Committee on Health and Safety (HRC-HS) are:

- To be a forum for consultation on occupational 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.

## **17. Staff Associations and Safety Representatives**

The University recognizes the importance of Staff Associations 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 occupational health and safety policy is made through the Health and Safety Management Committee (KIU-OHSMC) and the college/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.

## **18. Failure to agree on Occupational 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 KIU-OHSO 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.

#### **19. 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 KIU-OHSO is empowered to issue such certification.

## PART 3: OCCUPATIONAL HEALTH AND SAFETY FOR UNIVERSITY STAFF INVOLVED IN THE TRAINING AND SUPERVISION OF STUDENTS IN THE HEALTH SERVICES SECTORS AND OUTREACH SERVICES

The university staff involved in the training and supervision of students in outreach services, health facilities such as general hospitals, specialized hospitals/clinics/units and health centers are likely to be more at risk for hospital acquired infections and injuries, contaminations, infections, diseases and exposures to hazards that are of biologic, physical, chemical, psycho-social and work design origins. In view of this contention, the information and guidelines therein are provided to promote the least if not absence of illness-related costs, increase work productivity and well-being of the employees not only in the medical school but wherever it applies in a KIU workplace.

This section discusses related information on common and other health hazards, risk reduction, prevention of work related infections and diseases and management of exposures and incidents. The contents of this section are based on the Guidelines for Occupational Safety and Health including HIV in the Health Services Sector (GOSH-HIV-HSS), Uganda, 2008.

**a) Common types of health hazards:** As reflected in GOSH-HIV-HSS, Uganda, 2008, a hazard is “any agent , situation, or condition that can cause an occupational illness” that may result to acute/immediate or chronic/long term effects on the human body.

1.1 *Biological hazards/Biohazards* (from patients, work environment and handling of infected materials and waste products containing bacteria, virus, fungi, parasites and toxins);

1.2 *Physical agents* (vibration and noise, electromagnetic radiation, electricity, extreme temperature, needle pricks, heat from broilers and autoclaves, air pollution in mortuaries and laboratories, assault and violence such as in mental clinics);

- 1.3 *Chemical hazards* (toxic substances from combustible liquids, compressed gas, organic peroxides, oxidizers, pyrophoric, water-reactive substances, drugs, antiseptics, anesthetics, laboratory agents, cleaning agents, solvents etc.);
- 1.4 *Psycho-social hazards* (mental stress, harassment, violence, working alone, drug and alcohol abuse, inadequate remuneration etc.);
- 1.5 *Work design hazards/ Ergonomic hazards* (injury prone workplace arrangements furniture, products and systems not fitting to the user's line of work; musculo-skeletal injuries/ illnesses due to lifting of patients, forceful exertions, poor postures, long duration/continuous work, poor infrastructural and environmental design such as lighting, heating and ventilation; poorly placed drainage channels; slippery floors, absent walkways etc.).

According to the GOSH-HIV-HSS of Uganda, 2008, other workplace hazards that should also be given attention by the employers in Uganda are as follows: tuberculosis, hepatitis virus, viral hemorrhagic fevers, fire hazards, floods and violence (abused, threatened, assaulted while at work or to and from work, bullying, physical, psychological, mental, spiritual, social and sexual harm)

**b) Risk control and reduction:** This is every KIU staff's concern as well as the command responsibility of the KIU-OSHO. Measures should be undertaken in the elimination of the risk and consequent preventive actions through identification of the hazards, the group at risk, the extent of hazard exposure, the possible and immediate measures to eliminate or minimize the risk factors. It is very important to note that in risk management, the nature of the hazard and its corresponding interventions; knowledge, regular training and sensibility of the staff; the workplace lay out and hygiene practices; use of protective equipment and prophylaxis, maintenance and repair of apparatus and the skills in handling equipment in the workplace; standard precautions and work practice protocols; information transfer such as signage/labels and administrative support are highly contributory to the control and reduction of the risk for acquiring biologic injury, illness or malformations from any type of health and safety hazard.

- c) Prevention of work related infections and diseases:** The GOSH-HIV-HSS of Uganda, 2008 stresses on the control of common types of health hazards in the workplace (biological, physical, chemical, psychosocial and work design) as stipulated in this document (pp. 12-22). It is therefore suggested that the university staff concerned should be adequately knowledgeable and competent to brief and caution their students before they are fielded to their respective practicum areas.
- d) Management of exposures and incidents:** *An ounce of prevention is better than a pound of cure* thus, the primary strategy to control and reduce workplace acquired injuries or infections is prevention of exposure to health and safety hazards. The GOSH-HIV-HSS of Uganda, 2008 states that “It is within the rights of health workers to benefit from care, rehabilitation and workplace reinsertion if they are affected by disease or disability at the workplace.” The essentials of managing exposures and incidents should be seriously employed by the KIU-OHS as stipulated by the GOSH-HIV-HSS of Uganda, 2008, in the aspects of early diagnosis and detection through annual medical check-ups, flexible sick leave and work arrangements, availability of pre and post prophylaxis at the workplaces of great concern, immediate care, counseling, proper reporting and documentation.

## **PART 4: EDUCATION AND TRAINING**

The UOHSMC provides a considerable amount of appropriate and adequate educational information, instructions and training on occupational health and safety for staff and students at the University. However it remains a college/school responsibility to ensure that staff are adequately trained to carry out their tasks safely. Therefore, it is the College/Schools' responsibility to ensure that they have suitably identified training needs for their staff. This will include suitable training to use equipment as well as specific safety training courses. In the case of students there will also be training needs which must be considered before they can be 'deemed competent' to undertake work with high risk equipment, chemicals or biological agents. Where tasks require specific safety training this shall be provided and the staff recalled for refresher training as often as is needed.

The KIU Occupational Health and Safety Policy shall be included in the Orientation program for new administrators, staff and students. Students will be required thereafter to sign occupational health and safety disclaimer clauses.

## **PART 5: REVIEW OF POLICY**

The University Council is committed to regular review of its policies on occupational health and safety and to their continual development in the light both of experiences and the changing legal environment. It is also committed to a progressive improvement in health and a safety performance both by the enactment of more effective guidelines and by programs of continuing training and development in health and safety-related areas. The University Occupational Health and Safety Committee (KIU-OHSC) shall review the KIU Occupational Health and Safety Policy at least every two years.

In order to make the KIU-OHSP more flexible and easier to keep up to date there is a system of specific safety policy supplements, which can be added on any specific subject on recommendation by the KIU-OHSC. No occupational health and safety policy supplement shall continue in force after three years without being reviewed by the UOHSC.

Any amendments to the KIU Occupational Health and Safety policy and supplements *to the policy* will be undertaken in consultation with staff occupational health and safety representatives.