

Code of Practice for the Implementation of the Safety and Health Policy

1. Central University Organization

1.1 The University Council

The University Council will establish and oversee the University's safety and health policies, standards and procedures and through the Vice-Chancellor will ensure their implementation. The Safety, Health and Environment Committee is a Committee of the Council. Council itself may nominate one or more members to have special responsibility for safety and health issues to serve on the Committee.

1.2 The Vice-Chancellor

The Vice-Chancellor has overall responsibility for safety and health within the University and has the authority to suspend or prohibit any operation that could give rise to imminent risk of serious injury or ill health.

His other responsibilities such as representation on the Safety, Health and Environment Committee, direct supervision of the Director of Safety and active oversight of the Deans' safety responsibilities by appraisal and audit may be delegated to a Pro-Vice-Chancellor.

The Vice-Chancellor will:

- (a) undertake to provide adequate resources for the implementation of the University's safety and health policies established by the Council, and to appraise periodically the extent to which the policies have been implemented;
- (b) take steps to ensure, through the Safety, Health and Environment Committee, that the University's safety and health policies are understood at all levels;
- (c) ensure that responsibilities concerned with safety and health are properly assigned and accepted at all levels.

1.3 The Safety, Health and Environment Committee (SHEC)

The Safety, Health and Environment Committee (SHEC) is responsible to Council for overseeing the management of risks to safety and health at the University. These responsibilities include:

- (a) formulating policies, procedures and standards for adoption by the University Community;

- (b) implementing, evaluating, monitoring, and auditing safety and health practices at the University;
- (c) reviewing Faculty and Departmental safety and health policy statements, standards and procedures;
- (d) receiving reports on safety and health programmes implemented by departments;
- (e) reviewing the University's accident experience;
- (f) establishing sub-committees or specialist risk advisory groups, as appropriate, to deliver advice and guidance on specialist policies and to monitor risk control in affected areas; and
- (g) developing effective communication channels with students and staff.

1.4 The Safety Office

The Safety Office assists the SHEC in fulfilling its responsibilities. It also assists Faculties, Departments and others to meet their obligations. Its duties include:

- (a) advising and keeping the University informed on matters of safety, health and fire protection;
- (b) assisting Departmental Safety Representatives in implementing safety and health policies with respect to standards and procedures;
- (c) organizing training and instruction in methods of safety;
- (d) conducting accident/incident, fire and dangerous occurrence investigations, compiling reports with recommendations for their prevention, and keeping and analyzing such records;
- (e) conducting, in consultation with the Director of the University Health Service or other specialists as necessary, educational activities related to safety and health for all appointees and students;
- (f) seeking and utilizing the experience of specialists within and outside the University in the examination of general or specific problems relating to safety;
- (g) ensuring that the University property and persons therein are free from the risk of fire by instigating and maintaining an effective and efficient fire safety programme including but not limited to such activities like fire drills, fire safety instructions and evacuation procedures, fire services installation inspection and maintenance programmes; and
- (h) through the SHEC, keeping the University Council informed of any additions of, or amendments to, relevant safety, health and radiation legislation, and advising the Council of the appropriate measures to be taken to comply with such changes.

1.5 The University Health Service

The Director of the University Health Service (UHS) provides an occupational health service to the University, and as such is responsible for:

- (a) managing and maintaining an occupational health surveillance programme where appropriate;
- (b) advising the University, and departments and individuals directly, on matters of environmental and occupational health; and
- (c) conducting, in consultation with the Director of Safety, educational activities in environmental and occupational health;
- (d) providing first aid materials to stock and replenish first aid boxes.

1.6 Estates Office

The Director of Estates is responsible for:

- (a) maintaining all University buildings, their services, University grounds, and all access and egress in a safe and sound condition;
- (b) ensuring that his own staff work with due care and attention not only for their own safety but also for the safety and health of others who may be affected by their work;
- (c) employing competent contractors and to supervise them so they do not jeopardize the safety and health of University staff, students or visitors;
- (d) ensuring that in all new projects and refurbishment works adequate attention is given in the design to ensure that the resulting environment is free of hazards to the safety and health of the occupants; and
- (e) keeping the Safety Office updated on all new projects so that safety is incorporated at the planning stage.