



TEXILA  
AMERICAN  
UNIVERSITY



## **UNIVERSITY HEALTH AND SAFETY POLICY**



# Texila American University - Zambia

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## 1. Introduction

To promote and maintain a safe and healthy environment for its trainers, staff, students, and visitors, Texila American University (TAU) is committed to:

Implementing all applicable safety, health, and environmental rules and regulations, safeguarding the environment, and leading by example in safety and sustainable practices as we do in our research and teaching.

This policy describes the core values of the University as well as the various roles and duties involved in promoting a culture of safety. To ensure compliance with international or other organizational rules, university units with health and safety needs for their activities must adopt additional policies and procedures.

**Health and Safety:** The terms health and safety refer to occupational and environmental health and safety issues for this policy. In general, occupational and environmental health and safety entail promoting employees' physical safety and welfare, preventing and reducing accidents, injuries, emergencies, and health issues in TAU workplaces, and preventing and reducing any environmental damage that may result from work practices.

### 1.1 Reason for Policy

As part of providing a first-class environment for learning, research and employment, the University accords the highest priority to the health, safety and wellbeing of its members of staff, students and others who may be affected by its activities and who utilize its facilities.

Ensuring health, safety and wellbeing is integral to all areas of the University's activities and facilities with standards at least equivalent to those required by legislation.



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### **1.2 Purpose**

The importance of a healthy and safe university environment in attaining success in teaching, learning, research, and outreach cannot be overstated. The purpose of this university policy is to promote the health and safety of the university community, as well as the safe operation of university buildings and activities. It discusses occupational health and safety, laboratory and facility safety, and other aspects of workplace and environmental health and safety.

### **1.3 Scope**

This policy applies to all University-controlled activities and facilities. It applies to all staff, students, researchers, visitors, and others involved in those activities and using those facilities.

### **1.4 Policy Statement:**

1. Take all reasonable precautions in carrying out its activities and providing its facilities to safeguard the safety, health, and well-being of its employees, students, researchers, and others who may be impacted.
2. Ensure that, to the greatest extent possible, the essential resources are available to deliver successful health and safety risk management.
3. Establish and maintain clear frameworks to guarantee that appropriate levels of health and safety responsibilities are allocated and accepted throughout the University community.
4. Establish the required structures and methods to ensure effective distribution, communication, and consultation on concerns of safety, health, and well-being.



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### **1.5 Management and implementation- Responsibilities**

#### **1.5.1 University Risk and Assessment Committee (URMC)**

- (a) URMC has ultimate responsibility for health, safety, and wellbeing across the University, including responsibility for ensuring that an effective and up-to-date health and safety policy is in place.
- (b) URMC will ensure the necessary resources are made available for the effective implementation of the policy.
- (c) URMC is advised on matters of health, safety, and wellbeing by the Chief Executive Officer

#### **1.5.2 Vice Chancellor**

The Vice Chancellor is delegated overall responsibility by University Board for:

- (a) Providing clear and visible leadership on health, safety, and wellbeing.
- (b) Ensuring, so far as is reasonably practicable, the health, safety, and wellbeing of the University's members of staff, students and others affected by its activities.
- (c) Appointing personnel to provide the necessary competent assistance and advice on matters of health, safety, and wellbeing.
- (d) Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health, safety, and wellbeing.
- (e) Providing final adjudication on health, safety and wellbeing matters where resolution cannot be achieved through consultation and cooperation.
- (f) Ensuring the development and continued implementation of the University's health and safety policy.



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### **1.5.3. Dean**

- (a) Deans have overall responsibility for health, safety and wellbeing within their School or Service.
- (b) Deans must ensure that suitable and sufficient organizational and management arrangements are in place to deliver successful health and safety management within their School or Service as it relates to all:
  - (i) Members of staff, students and others assigned to the School or Service, using its facilities, or affected by its activities.
  - (ii) Work, teaching and research-related activities under the School or Service's control.
  - (iii) Areas and facilities assigned to the School or Service; and
  - (iv) Work, teaching and research-related equipment and materials used, or acquired for use, by the School or Service.

### **1.5.3. Admin Manager**

The admin manager will ensure the necessary arrangements are in place for the following that fall specifically under the operation department's areas of responsibility:

- (a) The continuing safe condition of premises, grounds, roads, internal and external circulation spaces, building fabric, equipment, facilities, and services etc. that are not



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- specifically assigned to any School or other Service.
- (b) The safe coupling of permanent and temporary equipment to the University's supply services.
  - (c) The statutory inspection and testing of relevant lifting equipment and pressure systems, and the maintenance of the associated registers and records.
  - (d) Acting as the 'Responsible Person' for the University under the Fire Safety (Regulatory Reform) Order in respect of assessing the suitability, on-going inspection, testing and maintenance of:
    - (i) Fire detection and warning systems
    - (ii) Fixed fire-fighting systems
    - (iii) Emergency lighting systems; and
    - (iv) Fire compartmentalization and separation
  - (e) Managing the risks associated with any asbestos or asbestos containing materials present within the fabric or services of the University's buildings or grounds.
  - (f) Managing the risks associated with legionella bacteria in the design, operation and maintenance of hot and cold-water systems, air conditioning and similar systems.

### **1.5.4 Academic staff**

The academic staff, whether permanent, part-time, or visiting - have a level of responsibility for ensuring the health, safety, and wellbeing of the students under their direction and supervision. This includes:

- (a) Satisfying themselves with health and safety risks arising from activities undertaken, and equipment, materials, facilities etc. used by their students have been addressed so far as is reasonably practicable.



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- (b) Ensuring that they and their students are fully aware of the risks to health and safety associated with the academic activities under their control, the protection and prevention measures in place and any relevant emergency procedures.

### **1.5.5 All members of staff**

All members of staff shall:

- (a) Take reasonable care for their own health, safety, and wellbeing, and that of others who may be affected by their actions or omissions whilst at work.
- (b) Cooperate with the University on matters of health and safety to assist the University in fulfilling its statutory and common law duties of care.
- (c) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety, and wellbeing.
- (d) Ensure they report, through the appropriate mechanisms, any situation of which they are aware and know is likely to present significant risk to their own or any other person's health, safety, or wellbeing, including all incidents.
- (e) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

### **1.5.6 Students**

All students shall:

- (a) Take reasonable care for their own health, safety, and wellbeing, and that of others who may be affected by their actions or omissions whilst studying at the University.
- (b) Cooperate with the University on matters of health and safety to assist the University in fulfilling its statutory and common law duties of care.
- (c) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety, and welfare.





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- (d) Ensure they report, through the appropriate mechanisms, any situation of which they are aware and know is likely to present significant risk to their own or any other person's health, safety, or well-being.
- (e) Ensure they undertake activities and use equipment and facilities by health and safety information, instruction, or training that has been provided to them.

### **1.5.7 Contractors working for the University.**

Contractors working for the University shall:

- (a) Be responsible for ensuring the personnel they employ take reasonable care of their health, safety, and well-being, and that of others within the University who may be affected by the actions or omissions of the personnel they employ.
- (b) Cooperate with the University on matters of health and safety to assist the University in fulfilling its statutory and common law duties of care.
- (c) Ensure they report, through the appropriate mechanisms, any situation of which they are aware and know is likely to present significant risk to their health, safety, or wellbeing, or that of any other person within the University; and
- (d) Abide by the University's health and safety policy, and any procedures and arrangements of the School or Service that has engaged their services, as these relate to the activities under their control.

### **1.6 Relevant policies**

- Exposure to Infectious and Environmental Hazards Policy
- Laboratory Safety Policy
- Laboratory Safety Rules and Guidelines
- Emergency Action Plan



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### **1.7 Financial responsibility**

All students of TAU are required to have health insurance, which caters to our student's medical needs. Expenses incurred for testing, counseling, and post-exposure prophylaxis will be billed to the student's health insurance carrier.